

What's New – This document replaces the guidance addendum issued on January 5, 2022. Guidance has been updated to reflect current CDC contingency guidelines related to isolation/quarantine periods for employees and contract staff in healthcare and correctional congregate living facilities. Additionally, minor changes have been made to reflect current CDC isolation/quarantine guidelines for the general workforce. All executive branch employees are required to continue providing their COVID-19 vaccination status and complying with the weekly COVID-19 testing program.

Wisconsin state government continues to apply COVID-19-related workplace policies consistent with guidance from the U.S. Centers for Disease Control and Prevention (CDC), the Wisconsin Department of Health Services (DHS), and local public health officials. Our goal is to provide a safe environment for Wisconsin state employees, contractors, interns, volunteers, and members of the public. Layered mitigation measures, including verification of vaccination status, testing for individuals who are unvaccinated, and face-covering practices, are key to our strategy to maintain a safe working environment for employees, contractors, interns, volunteers, and members of the public. This guidance will continue to be updated based on COVID-19 transmission rates and any additional information provided by federal and state public health experts.

This updated guidance recognizes that in order to control COVID-19, two things must happen:

1) higher vaccination rates, and 2) lower disease transmission.

This change in guidance reflects new evidence including:

- Omicron is different. The Omicron variant is even more infectious than the previous Delta variant and is now responsible for the majority of COVID-19 cases in the U.S. and in Wisconsin.
- Vaccines remain highly effective. In cases where vaccinated people are infected, their symptoms tend to be milder and their risk for hospitalization and death is far, far lower than if they were not vaccinated. Getting vaccinated and boosted could save your life and the lives of your loved ones.
- Wisconsinites under the age of five still cannot receive the vaccine. Thousands of others may not receive full protection because they are immunocompromised. Getting vaccinated, along with wearing a mask, is the best way to protect the most vulnerable in Wisconsin.

VACCINATION, TESTING & MASK REQUIREMENT

VACCINATION STATUS REQUIREMENT. All executive branch employees, interns, and contract staff are required to provide information on their COVID-19 vaccination status. Employees shall utilize the STAR HR system to update their vaccination status and upload documentation verifying their completed vaccination status. The STAR HR System now also includes the option of uploading information on COVID-19 booster shots. Use the following [instructions](#) to access the STAR HR system for this purpose.

DOA's State Bureau of Procurement has issued additional guidance to agencies with contractors providing contract staff. Visitors, customers, and vendors are strongly encouraged, but not required, to be vaccinated. However, these individuals are required to follow COVID-19 guidance while in a state facility, including any posted requirements in specific buildings or spaces. Employees should not ask to verify the COVID-19 vaccination status of any of these individuals.

TESTING REQUIREMENT. The weekly COVID-19 testing program will continue to be required for all executive branch employees, and interns. Executive branch state employees, and interns are exempted from this testing requirement if they are fully vaccinated from COVID-19 and have provided their vaccination status. This requirement also does not apply to individuals who have an approved agreement in place to work 100% of the time at home and have no expectation, under any circumstances, to be physically present in a state facility or have contact with other state employees or members of the public while performing their duties.

For employees and interns who are not exempted, the state is providing an at-home test kit that can be done while in-work status. In addition to the state-provided test kits, employees will also have the option of obtaining a weekly test on their own time via their health care provider, pharmacy, local public health office, or community-based testing location. Employees, interns, and contract staff who opt to use a non-state-provided testing provider will be responsible for any costs associated with the test and are responsible for uploading testing information and documentation into the STAR HR System within 24 hours of completing the test and/or receiving their results.

DOA's State Bureau of Procurement has provided additional guidance to agencies with contractors providing contract staff. Additionally, agencies should consult with DOA's Division of Personnel Management on policies addressing testing requirements for agency volunteers.

MASK REQUIREMENT: Wearing a mask continues to be a critical tool in helping stop the spread of COVID-19. All executive branch employees, contract staff, interns, and volunteers are still required to wear [masks](#) while indoors in state facilities or while conducting state business. All masks should have two or more layers of fabric that completely cover the nose and mouth, fit snugly against the sides of the face, and contain a nose wire to prevent air leaking from the top of the mask. All members of the public are still strongly encouraged to wear masks while in state facilities.

EMPLOYEES SEEKING VACCINATION. COVID-19 vaccines are *safe and effective*. COVID-19 vaccines have consistently been shown to protect against serious illness, hospitalization, and death from COVID-19, including good protection against the worst consequences of the Omicron variant. Unvaccinated employees and vaccinated employees who have not obtained a booster are encouraged to register and schedule a vaccine using [vaccines.gov](https://www.vaccines.gov) to search for a local provider. Vaccines.gov provides search options by vaccine type and location, including information about the availability of the COVID-19 vaccine at:

- Your doctor or health care provider,
- Pharmacies,
- Community-based vaccination clinics, and
- On-site vaccination clinics.

Additional information about how to locate a vaccine can be found [here](#).

To further reduce barriers for those employees, interns, and contract staff that would like to be vaccinated, agencies and supervisors shall, to the maximum extent operationally feasible, accommodate requests by individuals to receive the COVID-19 vaccine during working hours. Accommodations may include allowing the individual to remain in pay status, providing flexible work schedules, allowing short notice requests for leave, and/or other flexibilities at the discretion of the agency.

QUARANTINE & ISOLATION GUIDELINES

CDC guidance was recently updated to reflect the current science demonstrating that most transmission of the virus that causes COVID-19 occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after. Per the CDC guidance, all employees and contract staff shall adhere to the below guidance. Please note the additional guidance below for corrections and health care personnel in congregate living facilities.

Isolation and Quarantine Guidance for General State Employees

If You Have COVID-19 Symptoms (Isolate)

- Get a test and stay home until you receive your test results.
- If you test negative and you have been fever-free for 24 hours (without the use of fever-reducing medication), you can return to work.
- If you test positive, follow isolation recommendations below.

If You Test Positive for COVID-19 (Isolate)

Everyone, regardless of vaccination status.

- Stay home for 5 days.
- If, after 5 days, you have no symptoms or your symptoms are resolving and you have been fever-free for 24 hours (without the use of fever-reducing medication), you can return to work.
- Continue to wear a mask around others for 5 additional days.

If You Were Exposed to Someone with COVID-19 (Quarantine)

If you:

Have been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 5 months

OR

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test **on day 5**, if possible.
- If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, follow isolation recommendations.

If you:

Completed the primary series of Pfizer or Moderna vaccine over 5 months ago and are not boosted

OR

Completed the primary series of J&J over 2 months ago and are not boosted

OR

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- Test **on day 5**, if possible.
- If you develop symptoms get tested immediately and isolate until you receive your test results.
- If you test positive, follow isolation recommendations.

Isolation and Quarantine Guidance for Healthcare & Corrections Personnel in Congregate Living Facilities

You Have COVID-19 Symptoms (Isolate)

Everyone, regardless of vaccination status.

- Get a test and stay home until you receive your test results.
- If you test negative and you have been fever-free for 24 hours (without the use of fever-reducing medication), you can return to work.
- If you test positive, follow isolation recommendations below.

If You Test Positive for COVID-19 (Isolate)

Everyone, regardless of vaccination status.

- Stay home for 5 days.
- If, after 5 days, you have no symptoms or your symptoms are resolving and you have been fever-free for 24 hours (without the use of fever-reducing medication), you can return to work.
- Continue to wear a mask around others for 5 additional days.

If You Were Exposed to Someone with COVID-19 (Quarantine)

If you:

Have been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 5 months

OR

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test **on day 5**, if possible.
- If you develop symptoms, get tested immediately and isolate until you receive your test results.
- If you test positive, follow isolation recommendations.

If you:

Completed the primary series of Pfizer or Moderna vaccine over 5 months ago and are not boosted

OR

Completed the primary series of J&J over 2 months ago and are not boosted

OR

Are unvaccinated

- Wear a mask around others for 10 days.
- Test **on days 1,2,3, and 5-7**.
- If you develop symptoms get tested immediately and isolate until you receive your test results.
- If you test positive, follow isolation recommendations.

The Departments of Corrections, Health Services, and Veterans Affairs may issue additional requirements for their employees, residents, and visitors of congregate living facilities. Additionally, any agency may issue additional requirements, if necessary, to comply with federal regulations. All agency rules or guidance require approval by the Division of Personnel Management Administrator prior to implementation.