



City of De Pere COVID-19 Policy

Updated 1-1-2023

The safety of our workforce and community is our highest priority. The city is committed to providing employees a safe and healthy work environment. Together we share a responsibility to help prevent the spread of illnesses in our community. Employees have an obligation to practice the CDC and Wisconsin Department of Health Services recommendations to help keep the spread of the virus to a minimum. Employees are strongly encouraged to become vaccinated. This document will continue to be updated regularly as guidance changes frequently on this topic.

COVID-19 GUIDELINES

Employees should contact their supervisor AND the health department when:

- They have symptoms or test positive for COVID-19 by an antigen test or a PCR test
- They live with someone or were a close contact of someone with symptoms or that tested positive for COVID-19 (unless employee is up-to-date on all COVID-19 vaccinations including the bivalent booster as of 10-1-2022).

Employee should contact a Public Health Nurse at City of De Pere Health Department during normal business hours at 920-339-4054 to determine their soonest possible return to work date. This still applies to employees that have previously been infected with COVID-19 more than 90 days ago. If the employee is unsure, call the Health Department. The Health Department will communicate the employee's anticipated return date to Human Resources and the employee's supervisor. It will be each employee's responsibility to notify their close contacts of an exposure, if applicable, and to communicate any change in their circumstances that may alter the return-to-work date.

- The Health Department will follow WI Department of Health Services guidance when instructing employees on when to stay home and when to be tested:
 - Close Contacts/Exposed (quarantine): <https://www.dhs.wisconsin.gov/covid-19/close-contacts.htm>
 - Diagnosed/Positive (isolate): <https://www.dhs.wisconsin.gov/covid-19/diagnosed.htm>
 - Symptomatic/Test Pending (isolate): <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm>

MASKING

- Masks are optional for employees and visitors.
- The city will supply paper surgical masks for employees as visitors.

TESTING KITS

If an employee is exhibiting COVID-19 like symptoms while at work, tests will be available by sign out in the Health Department, Fire Station #1, and at the MSC. Employees may run the test on themselves at work by following the easy step by step instructions. The results come up directly on the test kit within 15 minutes. Positive results should be reported to the health department and the employee should leave work. If the test is negative, but the employee has symptoms and they get worse, a PCR test should be conducted at a doctor's office or pharmacy. Tests shall be for employee only usage. The test must be run on the date in which the test is signed out by the employee. If you have questions about the tests, the health department can assist you.

LEAVE TIME AVAILABLE

Employees may be eligible to use Sick Leave; or Administrative Leave (with approval of Human Resources).

- **SICK LEAVE:** Employees who are sick or who have been exposed to COVID-19, will be eligible to use sick leave or other available leave benefits. Employees can use sick time to care for children that are sick or have been exposed to COVID-19. Employees with insufficient sick leave hours accrued will be allowed to borrow up to 40 hours (two 24 hours shifts for fire represented employees and pro-rated for part-time employees) of sick leave during the period of exclusion. Approval must be obtained through Human Resources to borrow sick time.
- **ADMINISTRATIVE LEAVE:** If an employee (benefit eligible or seasonal/part-time) has been told to quarantine from work by Human Resources due to being exposed to COVID-19 while working at the City of De Pere, employees may be eligible to use administrative leave to continue their pay for their regularly scheduled hours during the time for which they are quarantined from coming to work.

COMMUNICATION TO EMPLOYEES

WE ASK THAT EVERYONE

- Wash your hands often with soap and water for at least 20 seconds, especially before eating, after going to the bathroom, and after sneezing, coughing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Cover your coughs and sneezes with your sleeve or a disposable tissue and wash your hands after coughing or sneezing.
- **Please stay at home if you have ANY potential COVID-19 symptoms.** The CDC guidelines are here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.