City of De Pere
COVID-19 Policy
Updated 2-8-2022
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 stay home and contact their supervisor AND the health department when:

- They have symptoms or test positive for COVID-19
- 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)

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.

- If the employee is experiencing symptoms or tests positive, the supervisor will arrange for the cleaning and disinfecting of equipment and/or vehicles, and common touch surfaces, as deemed appropriate if the employee was recently at work.

- The supervisor shall instruct employee to follow-up with them regarding the consultation with the Health Department as it relates to COVID-19 and their ability to return to work.
  - If the employee has a physician’s written authorization that the symptoms are not due to COVID-19, the employee may return to work. A copy of the written authorization needs to be provided to employee’s supervisor. The supervisor should notify the Health Department of the employee’s written authorization to return to work and provide a copy of the written authorization to Human Resources.

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

- Symptomatic employees with pending test results must remain at home until the results are known. If a symptomatic employee who is NOT also a close contact to someone with COVID-19
receives a negative test result, they may return to work when they are 24 hours fever free and should follow any additional instructions provided to them by their doctor.

- The supervisor and Human Resources will determine appropriate leave and/or flexible working options for the employee.

**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.

**SOCIAL DISTANCING & LIMITING CONTACT**

1. Departments should develop social distancing plans when appropriate.
2. Physical workspace modifications should stay in place.

**EMPLOYEE SCHEDULING AND REMOTE WORKING**

Departments may want to consider ways of reducing the number of employees present at the workplace. Employees may desire to increase their frequency of remote work. If so, they should submit a new request form. Possible options include staggered shifts, flexible work schedules, off hour/weekend shifts, and/or continued remote working. Remote working is encouraged, and may be required, if the work allows it and sufficient equipment is available. Employees should work with their supervisor regarding these options. Departments should consider impacts on management, communication, and staffing as certain operations are on site while other employees (or entire teams) continue to telework.

**CLEANING AND DISINFECTING**

- Departments may develop a checklist of high touch and common use areas that employees within the department will disinfect at a higher frequency.
- Departments should contact the Maintenance Supervisor to coordinate orders of cleaning and sanitizing supplies and make them available to employees.

**LEAVE TIME AVAILABLE**
Employees may be eligible to use Sick Leave; City provided COVID Leave, or Administrative Leave.

- **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.

- **COVID LEAVE:** All benefit eligible (defined as employees who are eligible for fringe benefits) who provide the City Human Resources Department with a copy of their Wisconsin Immunization Record (WIR) showing full COVID-19 vaccination status, will receive 80 hours (96 hours for Fire Fighters= 4/24 hour shifts) of COVID Leave into their paid leave account, effective on September 8, 2021 or the day such WIR is provided to Human Resources by the employee, whichever occurs later. Leave provided to Police and Fire represented employees is contingent on a signed MOU.
  
  - Employees for medical or religious reasons who cannot be vaccinated and are requesting a reasonable accommodation shall contact the Human Resources Department. The use of the time will be approved and managed by individual departments. COVID leave may be used for the following:
    - The employee is exhibiting symptoms of COVID-19 or has COVID-19 (this includes if having COVID like symptoms after having a COVID booster)
    - Caretaking for someone in the employee's household who is exhibiting COVID-19 symptoms or has COVID-19
    - The employee or someone in the employee’s house has been directly exposed to COVID-19 and the employee has to miss work

- **ADMINISTRATIVE LEAVE:** If an employee (benefit eligible or seasonal/part-time) has been told to quarantine from work by Human Resources or the City of De Pere Health department 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.
- Employee gatherings and potlucks are allowed if certain requirements are followed. Prior to employees touching shared serving utensils, all employees must use hand sanitizer. Employees should space at least 6 feet apart while eating if the space allows for appropriate spacing.
• 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.