

Marathon County
Employment Policy Regarding Coronavirus (COVID-19) Pandemic
Updated October 14, 2020

DISCLAIMER: Departments of Marathon County government are actively monitoring the COVID-19 pandemic with respect to its impact on our employees, clients and community. Marathon County administration reserves the right to adopt new policies and procedures affecting conditions of employment and benefits, or to modify, alter, change or cancel existing policies and procedures at any time due to changing circumstances. Federal, state and local authorities have and will continue to issue executive orders, guidance and pass legislation. When new or different policies and procedures related to this pandemic are required or recommended, including any modifications to the provisions of the Family Medical Leave Act, Marathon County administration will make appropriate changes and keep employees notified of these changes to the best of its ability. However, all employees are expected to take personal responsibility and to use credible sources to keep informed of this changing situation.

COVID-19 INFORMATION

According to the Centers for Disease Control and Prevention (CDC), COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

COVID-19 may also spread by touching objects or surfaces which contain live virus and then touching your mouth, nose and eyes. COVID-19 infection has been reported to cause a wide range of flu-like symptoms, including fever, cough, shortness of breath, sore throat, headache, fatigue, body or muscle aches, nausea, vomiting, loss of smell, and loss of taste.

Marathon County takes appropriate measures to limit or slow any further spread of this virus in our workplace, schools, and community. It is important that employees with symptoms consistent with COVID-19 minimize their exposure to others. This policy addresses employment considerations in relationship to the restriction of County employees from the workplace based on COVID-19 as well as recommendations for safely conducting county business.

EMPLOYEE EXPECTATIONS

Individuals have an important role in protecting themselves and their families. Below are some helpful suggestions.

- Stay informed. Health officials will provide additional information as it becomes available.
- Employees should take these everyday steps to protect their health and lessen the spread of this new virus:
 - ❖ If you feel sick, stay home and notify your supervisor. You are encouraged to call your healthcare provider.

- ❖ If you feel sick at work, inform your supervisor and go home. You are encouraged to call your healthcare provider.
- ❖ Talk to your supervisor prior to returning to work.
- ❖ Comply with Governor Tony Evers' Emergency Order #1 requiring every individual in Wisconsin, aged 5 and older, to wear face coverings except in limited circumstances.
- ❖ Follow public health advice regarding school closures, avoiding crowds, wearing face coverings, and other social distancing measures (stay six feet or more away from other people).
- ❖ Cover your nose and mouth with a tissue when you cough or sneeze (or elbow or shoulder if no tissue available). Throw the tissue in the trash after you use it.
- ❖ Wash your hands often for at least 20 seconds with soap and water, especially after you cough or sneeze. Use hand sanitizer if handwashing isn't readily available.
- ❖ Avoid touching your face, especially your mouth, nose and eyes.

Employees are to self-monitor for symptoms (fever, cough, shortness of breath, sore throat, headache, fatigue, body or muscle aches, nausea, vomiting, loss of smell, and loss of taste) of COVID-19 prior to coming to work each day. Not everyone with COVID-19 has all of these symptoms. Employees are in the best position to know how they typically feel and whether the symptoms they are experiencing are due to other factors such as seasonal allergies, loss of sleep, stress, ate something that didn't agree with them, etc. In light of symptoms varying for individuals, if you are not feeling your usual self it is recommended to stay home, not come to work, and notify your supervisor and Employee Resources Department. Employee should continue to monitor symptoms and should contact the Aspirus Call Center at 1-844-568-0701 or their healthcare provider for further instructions. COVID-19 Self Checker: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Each department shall post the "[COVID-19 Self-Screening Symptoms Notice for County Building Entrances](#)" at all entrances. Notice available at this [link](#).

Notify your department head or designee and call Employee Resources if you, or a household member, are being tested for COVID-19 or are named by a Health Department as a "close contact" with someone who has been diagnosed as having COVID-19. The specifics of each case will be reviewed to determine if a restriction from the workplace will apply.

SOCIAL DISTANCING AND WORKING SAFELY RECOMMENDATIONS/ REQUIREMENTS

Social distancing is one of the best tools that we have to avoid being exposed to the coronavirus and slowing its spread. It is also called "physical distancing," it means keeping space between yourself and other people outside of your household. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) away from other people
- Limit the number of people you interact with
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

What does it mean at work?

- Employees and/or customers should always stay at least 6 feet away from each other. In accordance with Governor Evers' Emergency Order #1, employees and/or customers shall wear face coverings except in these limited circumstances:
 - You are outside.
 - You are indoors and no one else is present (you are the only person in the room).
 - When you are eating or drinking.
 - When you are communicating with someone who is deaf or hard of hearing and you cannot communicate while wearing a mask.
 - When you are giving a religious, political, media, educational, artistic, cultural, musical, or theatrical presentation for an audience, so long as you have at least 6 feet between you and other individuals at all times.
 - When you are working if wearing a face covering poses a safety risk, as determined by governmental safety guidelines or regulations.

If you need a cloth face covering request one from your Department Head and they will contact Employee Resources. Employee Resources has cloth face coverings. An employee may choose to wear one of these or their own face covering. Please be advised that wearing a cloth face covering is not a guarantee that you will not contract COVID-19, but is a precautionary measure primarily to protect others. Employees are responsible for washing their face coverings after each daily use. The CDC reports a regular washing machine with regular detergent and drying on high setting suffices. Wash or disinfect hands prior to and after wearing cloth face coverings.

- In accordance with CDC guidance, the following employees and/or customers are exempt from the face covering requirement:
 - Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible. The CDC does not recommend masks for children under the age of 2.
 - Individuals who have trouble breathing.
 - Individuals who are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
 - Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.
 - Incarcerated individuals.

- Employees who seek an exemption from the face covering requirement, should contact Employee Resources Department, medical documentation will be required. The Employee Resources Department will work with the employee and their department head to determine if a reasonable accommodation can be made.
- [Here is a link to the CDC site information on cloth face coverings.](#)

The best way to prevent illness is to avoid being exposed to this virus. Employee risk of occupational exposure to COVID-19 may depend in part on the type of work and the need for contact within six feet of people known to be or suspected of being, infected with COVID-19. Other factors, such as conditions where employees live and work, their activities outside of work, and individual health conditions, may also affect an employee's risk of getting COVID-19. Employees who are immunocompromised may request an N95 respirator mask to wear at work. Fit testing and medical clearance is required prior to use of a N95 respirator.

Employees work may put them at a greater risk level in terms of COVID-19 exposure. The Occupational Safety and Health Administration (OSHA) has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The following link has the OSHA information on risk levels:

<https://www.osha.gov/Publications/OSHA3993.pdf>

Given the nature of job duties, the majority of Marathon County employees fall into the low exposure risk category. As local conditions change, COVID-19 risk levels, PPE recommendations/directives, and other policies may change in response to these conditions in order to enhance employee and public safety. See Appendix B and your departmental PPE policy/procedures for additional PPE information and guidance on appropriate use during customer service interactions.

WORK TRAVEL

- Non-essential work travel is suspended. If you have a question about whether your travel is considered essential, ask your supervisor or department head. They can contact the Employee Resources Director for guidance.
- If work requires travel, it is recommended that one person be in a vehicle at a time. If there are not enough County vehicles available, departments may reimburse employees who travel alone in their personal vehicle to the worksite. Mileage reimbursement is not authorized from home to a work site or from the work site to home. If one person travel is not feasible, everyone must wear a cloth face coverings unless the individual is exempt from the face covering requirement – see above for exemptions. Drive with the windows open, if at all possible.

PERSONAL TRAVEL

In accordance with the CDC and The Wisconsin Department of Health Services, it is recommended that all employees stay home as much as possible and avoid traveling outside your community. It is further recommended that employees practice social distancing and comply Governor Evers' Emergency Order #1 requiring every individual in Wisconsin, aged 5 and older, to wear face coverings except in limited circumstances. It is also recommended that, if you are at a higher risk of severe illness, limit your travel to essential and work-related travel.

RESTRICTED FROM WORKPLACE

In order to maintain a safe work environment, the department head or designee in conjunction with Employee Resources Director are empowered to restrict employees from the workplace under the following circumstances:

1. Employee **SHALL** be restricted if they:
 - Are being tested for COVID-19, OR
 - Are diagnosed by a healthcare provider as having COVID-19, OR
 - Are named by a Health Department as a "close contact" with someone who has been diagnosed as having COVID-19, OR
 - Have traveled by cruise ship within the last 14 calendar days, OR

2. Employee **MAY** be restricted at the discretion of their department head or designee in conjunction with the Employee Resources Director, if they:
 - Have traveled or been involved in activities in such a way that you were unable to properly social distance.
 - Have traveled outside of the country within the last 14 calendar days.
 - Are currently experiencing [symptoms](#) consistent with COVID-19 (as [defined](#) by the CDC) – fever, cough, shortness of breath, etc. Employees who are currently experiencing symptoms described herein should be directed to contact the Aspirus Call Center at 1-844-568-0701 or their healthcare provider for further instructions. Employees are required to report instructions they received from the healthcare provider to their supervisor and to the Employee Resources Department.

The department head or their designee has the authority to restrict the method or manner of travel on unpaid/personal time which will result or is likely to result in a substantial risk of exposure.

The department head or their designee who have concerns or questions about employees will consult the Employee Resources Director before considering sending the employee home and restricting the employee from the workplace.

If an employee is restricted from the workplace, the department head or their designee will determine if the employee can work from home. If an employee is able to work from home, they are to fill out the [Voluntary Temporary Telework Agreement form](#), obtain approval from their department head, and forward it to the Employee Resources Department. The Voluntary Temporary Telework Agreement form is available on the [County's webpage under Employee Resources → Coronavirus Employment Information](#).

If you are unable to work from home and are restricted from the workplace, you may be eligible for County COVID Leave, Emergency Paid Sick Leave and/or Emergency Family and Medical Expansion Act Leave. Employees using COVID unpaid leave may be eligible for unemployment insurance benefits. The State of Wisconsin determines eligibility. Information regarding unemployment insurance due to COVID can be found here:

<https://dwd.wisconsin.gov/covid19/public/ui.htm>

Please contact the Employee Resources Department to determine which paid time off options you may have available.

RETURN TO WORKPLACE

If you were restricted from the workplace due to travel, you were involved in activities in such a way that you were unable to properly social distance or because you were identified as a close contact to a COVID-19 case, you may return if:

- A 14 calendar day self-quarantine lapses. Information on the self-quarantine and self-monitor process is available at: [Wisconsin DHS COVID-19](#)
OR
- A local health officer has determined a 14 calendar day self-quarantine is no longer necessary.
OR
- A local health officer releases you from isolation.

If you have signs and symptoms consistent with COVID-19, were not tested and advised to home isolate, you are normally able to return to work when:

- At least 10 days have passed since your symptoms first appeared
AND
- You had no fever (100.4°F or greater) for at least 24 hours (that is one full day of no fever without the use of fever reducing medications)
AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)

If you have been advised to be tested for COVID-19 by a health care professional, you are to self-isolate at home and you are able to return to work when:

- Negative result – receive notification from a healthcare provider of negative test result and cleared to return to work by the Employee Resources Director (usually 10 days after test result).
- Positive result – released from self-isolation by a local health officer.

If you have signs and symptoms that your healthcare provider does not believe are consistent with COVID-19 and they did not recommend testing and indicated you may return to work. No medical slip is needed.

An employee who is restricted from the workplace shall provide at minimum weekly updates to their supervisor and the Employee Resources Department on when they anticipate being able to return to work. Supervisors are to confer with the Employee Resources Director prior to returning an employee to work. Marathon County reserves the right to require a negative COVID-19 test result prior to returning an employee to work.

DEPARTMENT HEAD AUTHORITY WITH RESPECT TO TRAVEL, LEAVE, AND RESTRICTIONS

Paid Leave: Department head or designee has the authority to modify or cancel previously approved, and future paid time off requests (except for approved FMLA leaves), in situations involving essential personnel or essential job functions which must be performed, under the following circumstances:

- an employee reports plans to travel to a destination which will result or is likely to result in a restriction from the workplace upon return, and/or
- staff shortages have or are likely to occur

Unpaid/Personal Time: The Department head or designee has the authority to restrict the method or manner of travel on unpaid/personal time to a destination which will result or is likely to result in a restriction from the workplace upon return under the following circumstances:

- in situations involving essential personnel or essential job functions which must be performed, and/or
- staff shortages have or are likely to occur

The Department head or designee will make every effort to work with the employee to develop a manner and method of that will allow the employee to return to work, however, in the event employee refuses to follow the directives, they may be restricted from the workplace and may be subject to discipline.

PERSONAL ISSUES RELATED TO THE COVID-19 PANDEMIC

Employees should contact their supervisor and the Employee Resources Department immediately if they need to be away from work due to one of the following situations related to personal issues due to the COVID-19 Pandemic:

- Care for the employee's immediate family member who is self-isolating because the family member has been diagnosed with or is experiencing symptoms of COVID-19 and/or needs to obtain medical diagnosis or care
- Care for a family member if a public health official or a health care provider determines that the presence of the family member in the community would jeopardize the health of others due to COVID-19 exposure. Immediate family members are defined under Family Medical Leave Act (FMLA) as a spouse, son, daughter, or parent who has a serious health condition. If additional family members are included in any Federal or State guidelines for dealing with COVID-19 absences, this list will be modified accordingly.
- Care for the employee's child if the child's school or childcare has been closed due to COVID-19.

LEAVE BENEFITS OPTIONS

Section A - County COVID-19 Leave Benefits

An employee who is eligible for paid time off and is off work due to a qualifying issue related to COVID-19 (as defined above):

- May request to use their accrued PTO, sick leave (not allowed for personal travel and/or activities that would require a restriction from the workplace) or other paid or unpaid leave and should follow all departmental leave rules and policies. The requirement to reduce paid time off banks to a total of 40 hours prior to using County unpaid leave will be waived. The requirement that sick leave can only be used for FMLA qualifying conditions will be waived for the first 14 calendar days of COVID-19 related issues. If leave is longer than 80 hours (84 hours for 12 hour shift employee), employees must follow all regular County and departmental time off policies including FMLA leave procedures.

- May borrow 80 hours (84 hours for 12 hour shift employee) of PTO for COVID-19 issues regardless of their leave balances (prorated for part-time employees based on full-time equivalent). Additional time may be granted on a case by case basis. A request form is posted on the County’s webpage under [Employee Resources → Coronavirus Employment Information](#) or a hard copy can be obtained from the Employee Resources Department. An employee who leaves County employment will have any remaining borrowed hours deducted from the final payroll and will be expected to pay back any balance to the County.
- Employees using COVID unpaid leave may be eligible for unemployment insurance benefits. The State of Wisconsin determines eligibility. Information regarding unemployment insurance due to COVID can be found here: <https://dwd.wisconsin.gov/covid19/public/ui.htm>

Section B - Family First Coronavirus Response Act (FFCRA)

All actively employed Marathon County employees are considered essential for the purposes of ensuring the continuing operations of the government body and providing and supporting the health, safety and welfare of the public. The expectation is that all employees will take responsibility to keep up to date with County policies and procedures, work with their supervisor to coordinate work (e.g. telework, flexible scheduling, work assignments, etc.) and leave issues, and follow all public health recommendations issued by Wisconsin Department Health Services (DHS) and the US Centers of Disease and Control (CDC).

Congress has passed and President Trump has signed the Family First Coronavirus Response Act (FFCRA). The Act is effective April 1, 2020 and is scheduled to sunset December 31, 2020. The relief package includes two (2) distinct provisions that provide emergency leave to employees:

1. Emergency Paid Sick Leave Act (“EPSLA”); and
2. Emergency Family and Medical Leave Expansion Act (“EFMLEA”)

Eligibility:

Certain actively employed county employees are eligible to receive emergency paid sick leave and expanded FMLA leave unless:

1. They are able to work (or telework).
2. They are designated as a Healthcare Provider or Emergency Responder.

Marathon County has excluded employees who are healthcare providers or emergency responders from the emergency paid sick leave qualifying leave reasons #4, #5, #6 identified below. Healthcare providers and emergency responders are also excluded from all provisions of the Emergency Family and Medical Leave Expansion Act.

Pursuant to the FFCRA, at the present time the following employees have been identified as:

1. Healthcare Providers: All Health Department employees.

2. Emergency Responders (As a governmental entity, Marathon County operates a number of facilities that provide emergency services to the public. Marathon County defines emergency responders as employees necessary to respond and provide critical services in a limited timeframe and/or employees whose work is necessary to maintain the operation of these facilities in a variety of emergency situations, including, but not limited to, the COVID-19 Pandemic.)
 - a. All employees in the following departments have been identified as emergency responders: Central Wisconsin Airport, Emergency Management, Facilities and Capital Management, Health Department, Highway Department, Medical Examiner, Sheriff's Office, Social Services, and Solid Waste
 - b. Some employees in the departments identified in Subsection iv below have been designated as emergency responders. The standards applied in making the determination to exclude were as follows:
 - i. Whether the employee provides direct response
 - ii. Whether the employee provides critical support
 - iii. Whether there is a need to maintain minimum staffing levels in an emergency
 - iv. ADRC-CW, Clerk of Courts, Conservation Planning Zoning, Corporation Counsel, County Administration, County Clerk, District Attorney, Employee Resources, Finance, Parks Recreation Forestry, Treasurer, and Veterans Service Office – **See Appendix A for listing of classifications.**
 - c. Departments with no emergency responders: Library, Register of Deeds, and UW Extension

Note: Due to the exigent and dynamic nature of the COVID-19 pandemic other classifications/employees may be deemed emergency responders because their work is necessary to maintain essential functions and operations of County facilities. The County Administrator may amend this list of emergency responders at any time.

Emergency Paid Sick Leave Act

All actively employed County employees will be eligible to receive Emergency Paid Sick Leave if the employee is unable to work (or telework) due to a qualifying COVID-19 condition under #1, #2, and #3 identified below. Healthcare providers and emergency responders are excluded from qualifying reasons for leave #4, #5, and #6 identified below and qualifying reason #2 will be subject to Departmental and Employee Resources Director approval.

A. Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or

A child includes a biological, adopted, foster, or step- son or daughter, legal ward, or child for whom you are standing in loco parentis who is under 18 years of age and an adult son or daughter who has a mental or physical disability and is incapable of self-care because of that disability.

6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

B. Duration of Leave:

- Regular full-time employees are eligible for up to 80 hours of Emergency Paid Sick Leave.
- Regular Part-time employees' leave will be prorated based on their employee allocation level in relation to full-time work (80 hours).
- Casual, seasonal, and temporary employees' leave will be based on:
 - The amount of hours the that the employee would have worked if such employee had not taken paid sick time, or
 - The number equal to the average number of hours that the employee was paid over the prior 6-month period ending on the date on which the employee takes the paid sick time, or
 - If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would have normally be scheduled to work.

This leave entitlement is in addition to any other accrued PTO, or other paid leave to which the employee is eligible and entitled (subject to existing policies). This leave entitlement is also in addition to any leave an employee may have taken under the FMLA.

C. Pay Received During Emergency Paid Sick Leave:

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4), (5) or (6): employees taking leave shall be paid at 2/3 their regular rate, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). Employees are not allowed to substitute other paid leave.

For leave reason (5): employees may be entitled to additional paid family leave as described below in the Emergency Family and Medical Leave Expansion Act.

Upon separation from employment: any unused Emergency Paid Sick Leave is forfeited.

Emergency Family and Medical Leave Expansion Act

A. **Eligibility:** All employees who have been employed for at least 30 calendar days prior to the date the leave commences.

B. **Qualifying Reasons for Leave:**

Caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Eligible employees may take paid family leave if they are unable to work or telework due to a bona fide need for leave to care for their child (as defined above) whose school or childcare facility is closed due to COVID-19 or whose childcare provider is unavailable due to COVID-19. A childcare provider is defined as an individual who receives compensation for providing child care services on a regular basis.

C. **Duration of Leave:**

- Regular full-time employees are eligible for up to 12 weeks of leave at 40 hours a week (480 hours).
- Regular Part-time employees' leave will be prorated based on their employee allocation level in relation to full-time work.
- Casual, seasonal, and temporary employees' leave will be based on:
 - The amount of hours that the employee would have worked if such employee had not taken paid sick time, or
 - The number equal to the average number of hours that the employee was paid over the prior 6-month period ending on the date on which the employee takes the paid sick time, or
 - If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would have normally be scheduled to work.

The 12 workweeks of paid family leave is reduced by any FMLA taken during the current FMLA year. Accordingly, if you have taken some, but not all, of the 12 weeks of leave available under FMLA during the current FMLA leave, you may take the remaining portion of leave available. If you have already taken 12 workweeks of FMLA during the current FMLA year, you may not take paid family leave. The 12 weeks of paid family leave is in addition to any other accrued paid time off to which the employee is eligible and entitled under existing policies.

If two spouses are employed by the County and are eligible for leave under the EFMLEA, they are each entitled to a separate 12 calendar week period of EFMLEA leave to care for their child whose school or childcare facility is closed as the result of COVID-19.

D. Pay Received During Family Leave:

During the first two (2) calendar weeks of the leave, employees will not receive pay unless:

- The employee is eligible for and has not exhausted the paid emergency sick leave describe above; or
- The employee elects to use other accrued and unused paid time off for which they are eligible and entitled (subject to existing policies).

From the first day of the third calendar week and continuing up to twelve (12) calendar weeks of the leave, employees will receive pay at 2/3 their regular rate of pay for their regular hours worked not to exceed \$200/day and \$10,000 in the aggregate.

Policies and Procedures Applicable to County COVID-19 Leave Benefits and Family First Coronavirus Response Act (FFCRA) Leave Provisions

- A. **Simultaneous Leaves:** An employee who is taking emergency paid sick and/or family leave will not be able to take other paid leave to supplement the amount of pay received under the FFCRA.
- B. **Benefits Received During Leave:** An employee who has elected group health and/or dental coverage is entitled to continue the coverage during their emergency paid sick and/or family leave on the same terms as if they continued to work. The employee must continue to make any normal premium contributions to maintain coverage.
- C. **Employee Notice Requirements:** Employees needing time off under this policy must follow the notice requirement for their department or at least one hour before the start of the workday or shift. If this is not possible, employee should provide the notice as soon as practical.

Requests for leave under this policy normally require a [COVID-19 leave request form](#) be completed. This requirement may be waived by the Employee Resources Department based on individual factors. The COVID-19 leave request form is posted on the County's webpage under Employee Resources → Coronavirus Employment Information or a hard copy can be obtained from your department or the Employee Resources Department. The COVID-19 leave request form must be submitted to your department head or designee and forwarded to the Employee Resources Department for approval.

The employee needs to use the appropriate COVID-19 time off pay codes. Please refer to the [COVID-19 Time Off Pay Codes](#) document located on the County's webpage under Employee Resources → Coronavirus.

- D. Job Restoration:** Following paid emergency sick and/or family leave, the County will generally restore the same or a similar position held prior to the leave. This general right to restoration does not apply to employment actions that would have affected the employee regardless of whether he/she took the leave. This general right to restoration also does not apply to “key” employees, as defined under the FMLA.

- E. No Retaliation:** The County will not discharge, discipline, or otherwise discriminate or retaliate against any employee who takes paid sick and/or family leave under the foregoing provisions or files a complaint or institutes a proceeding under or related to the FFCRA.

CONFIDENTIALITY

Marathon County will take all appropriate measures to follow all Federal and State regulations to safeguard the confidentiality of personal health information.

HEALTHCARE PROVIDER CONTACT INFORMATION

Employees who are currently experiencing symptoms consistent with COVID-19 or seasonal influenza (as [defined](#) by the CDC) – fever, cough, or shortness of breath, should call the Aspirus Call Center at 1-844-568-0701 or their healthcare provider.

[LINK TO MARATHON COUNTY CORONAVIRUS EMPLOYMENT INFORMATION](#)

Appendix A
 "Emergency Responder" Excluded From
 Family First Coronavirus Response Act (FFCRA) —
 Emergency Paid Sick Leave - #4, #5, #6
 and
 All Provisions of the Emergency Family and Medical Leave
 Expansion Act

Updated April 1, 2020

Department	Classification
Central Wisconsin Airport	All Employees
Emergency Management	All Employees
Facilities and Capital Management	All Employees
Health Department	All Employees
Highway Department	All Employees
Medical Examiner	All Employees
Sheriff's Office	All Employees
Social Services	All Employees
Solid Waste	All Employees
ADRC-CW	Nutrition Services Employees Public Health Manager (Nutrition Program Director) Administrative Supervisor (Nutrition Program Supervisor) Public Health Specialist (Nutrition Program Coordinator) Public Health Assistant (Nutrition Site Manager) Driver (Nutrition Driver)
Clerk of Courts	Assistant Administrative Manager Judicial Assistant - 2 Criminal Justice Specialist (Court Clerk) - 3
Conservation Planning and Zoning	CPZ Director GIS Analyst GIS Specialist
Corporation Counsel	Corporation Counsel Deputy Corporation Counsel Assistant Corporation Counsel - 1
County Administration	County Administrator Deputy County Administrator
County Clerk	Assistant Administrative Manager
District Attorney	Executive Administrative Coordinator Administrative Coordinator - Intake Coordinator Social Services Professional - Victim Witness Program Coordinator
Employee Resources	Employee Resources Director
Finance	Finance Director
Parks Recreation Forestry	PRF Director Assistant Director of Operations Assistant Parks & Recreation Manager Administrative Manager Senior Technical Maintenance Professional – Electrician Arborist - 2 Maintenance Specialist (1-Operator, 1-Mechanic & 1-Trades Technician) Maintenance Technician Pool Supervisor Head Lifeguard Lifeguard
Treasurer	Accounting Specialist
Veterans Service	Veterans Service Officer

PPE and Customer Interactions

Definitions

Cloth Face Coverings: CDC recommends employees and customers wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill.

Food and Drug Administration approved Medical Face Masks. Some medical masks have ties so they can be adjusted for fit, and are tied over top of a surgical cap. Medical masks with elastic ear fastenings are better for re-use. Medical masks may be suitable for employees who have frequent close contact with others typically lasting 15 minutes in total accumulation or more.

N95s Respirators: Evaluated, tested, and approved by NIOSH as per requirements in 42 CFR Part 84. N95s reduce wearer's exposure to particles include small particle aerosols and large droplets. The wearer needs to have a medical evaluation and must be fit-tested prior to wearing a N95. N95 respirators may be suitable for employees who have contact with individuals who have COVID-19 or have symptoms of COVID-19.

Day to Day Interactions with Employees/Customers

Employees should attempt to stay at least six feet away from each other, limit the number of employees in an enclosed space and must wear a face covering except in these limited circumstances:

- You are outside.
- You are indoors and no one else is present (you are the only person in the room).
- When you are eating or drinking.
- When you are communicating with someone who is deaf or hard of hearing and you cannot communicate while wearing a mask.
- When you are giving a religious, political, media, educational, artistic, cultural, musical, or theatrical presentation for an audience, so long as you have at least 6 feet between you and other individuals at all times.
- When you are working if wearing a face covering poses a safety risk, as determined by governmental safety guidelines or regulations.

The following are protective measures to carry out when serving customers in community settings:

- Pre-screen customer(s) for COVID-19 symptoms prior to arriving for appointment. If the individual has COVID-19 symptoms reschedule appointment.
 - If it is not possible to reschedule the appointment due to job standards or requirements (e.g., investigation of child abuse/neglect), the employee must make the determination as to the risk associated with the work. Depending upon the exposure level, the employee may need to wear the following protective equipment: gloves, medical face masks, face shield, and gown. In addition, a medical face mask needs to be provided to the customer(s) served. Departments may have specific protocol for various work situations.
- Limit the number of customer contacts, use the six foot distancing rule.

- Limit the number of customers and persons in an enclosed space if possible.
- Wear a cloth face covering. Maintain six foot distancing and if the interaction is going to be greater than 15 minutes in total accumulation with another customer, the employee must determine the risk associated with the work and decide whether a higher level of protection is needed (medical mask, etc.,). Departments may have specific protocol for various work situations.
- Wash hands before and after the appointment. Use hand sanitizer if hand washing isn't possible.

When is PPE Necessary and Required during Human Interactions?

Situation	Covering or PPE to Use
General work where social distance is maintained	Face covering in accordance with Governor Evers' Emergency Order #1
Work with others where social distance cannot be maintained, but physical contact is not required	Face covering in accordance with Governor Evers' Emergency Order #1
Work requiring physical contact with well people	Medical mask, gloves
Work requiring physical contact with people who are ill	Medical mask, eye protection, gown or single-use coverall
Work requiring physical contact with people who have COVID-19 or symptoms on COVID-19	N95 respirator, eye protection, gown or single-use coverall. Employee needs to be fit tested for N95.

Care and Storage of Cloth Face Coverings and Medical Grade Face Masks

These tips are adapted from the CDC guidance on how to wear and care for cloth face coverings and face masks:

Cloth Face Coverings:

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

How often should cloth face coverings be washed or otherwise cleaned?

Cloth face coverings should be routinely washed depending on the frequency of use. It is recommended that cloth face coverings be washed after every day of use.

How do I store my cloth mask?

Masks should not be placed in pockets for later use. To store or transport, carefully fold the mask so the contaminated outside is folded inward and against itself. Place in clean or new paper bag, and perform hand hygiene.

How can I safely clean a cloth face covering?

Machine washing or hand washing should suffice to properly wash a cloth face covering with regular laundry detergent. It is recommended that a 'hot' water temperature is used for washing face coverings and then use a hot dryer setting.

How do I safely remove a used cloth face covering?

When removing a cloth face covering, be careful not to touch your eyes, nose or mouth, and perform hand hygiene immediately after removing.

Medical Grade Face Masks:

Medical masks may be suitable for employees who have frequent close contact with others typically lasting 15 minutes or more. Face masks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean folded closed paper bag or breathable container. Based on the Centers for Disease Control conservation strategy for N95s respirators, employees whose job duties necessitate wearing a medical grade face mask will be issued five face masks. Employees are to store the face mask in a breathable paper bag at the end of each work day. The order of the face mask use should be repeated with a minimum of five days between each face mask use. For example, an employee who wears a face mask on Monday would store the face mask in a paper bag and be able to wear the face mask on Sunday. Employees are to treat facemasks as though they are still contaminated and wash your hand immediately after putting it on and avoid touching your face. Face masks may be decontaminated and reused. The facemask should be discarded if soiled, damaged, or hard to breathe through. Employees must take care not to touch their facemask. If they touch or adjust their facemask they need to wash their hands or use hand sanitizer in the field.

Training on Donning and Doffing of Face Masks, Gloves, Face Shield

All employees who may be in a position where they may need to wear gloves, facemasks, face shields, or gowns must participate in either in-person or on-line training and demonstrate their ability to safely don and doff. On-line training is available at

<https://www.dhs.wisconsin.gov/covid-19/ppe.htm> or

<https://www.co.marathon.wi.us/Departments/EmployeeResources/CoronavirusEmploymentInformation/PersonalProtectiveEquipment.aspx>

Additional information can also be found at:

<https://www.co.marathon.wi.us/Departments/EmployeeResources/CoronavirusEmploymentInformation/PersonalProtectiveEquipment.aspx>