



Scenarios For Marathon County Employees During COVID-19 Period Regarding Paid Leave And Return To Work Updated August 10, 2020



This document contains answers to common scenarios for employees and was prepared using data from the Wisconsin Department of Health Services and the Centers for Disease Control. Responses below are in accordance with Marathon County’s Employment Policy Regarding coronavirus (COVID-19) Pandemic. Questions, contact Employee Resources Department (ER) at 715-261-1457.

Scenario 1: I am feeling sick and experiencing symptoms related to COVID-19 (fever, cough, shortness of breath, sore throat, headache, fatigue, body or muscle aches, nausea, vomiting, loss of smell, and loss of taste).	
Questions	Answers
1. What should I do?	<p>You should stay home and notify your supervisor and ER. ER will gather additional information. If working remotely, you may continue to do so if physically able to.</p> <p>You should contact the Aspirus Call Center at 1-844-568-0701 or your healthcare provider for further instructions and update ER regarding the healthcare provider recommendations.</p>
2. What are my options for reporting my time?	<p>You have several options for reporting time for lost work time as outlined below. Contact ER to discuss your various leave options.</p> <ol style="list-style-type: none"> 1. Eligible to apply for and use Federal Emergency Paid Sick Leave for up to 80 hours (prorated for part time). AND/OR 2. Eligible to use paid leave balances, including PTO, sick, vacation, floating holiday, or comp time, etc. AND/OR 3. Borrow 80 hours of PTO (prorated for part time). [Note: This is an advance that will need to be paid back.] AND/OR 4. Eligible to use Unpaid Leave. The requirement to reduce paid time off banks to a total of 40 hours prior to using County unpaid leave will be waived.
3. When am I able to return to work?	<p>If you are experiencing symptoms of COVID-19, but have not been tested to confirm whether a positive result, you may return to work after these three things have all happened:</p> <ul style="list-style-type: none"> ➤ At least 10 days have passed since your symptoms first appeared. <u>AND</u> ➤ No fever (less than 100.4° F) for at least 24 hours (1 full day of no fever without use of medicine that reduces fevers), <u>AND</u> ➤ Other symptoms have improved (for example, when your cough or shortness of breath has improved).

Scenario 2: I am feeling sick and experiencing symptoms related to COVID-19. I am awaiting my COVID-19 test results.	
Questions	Answers
1. What should I do?	<p>Stay home and notify your supervisor and ER. ER will gather additional information. If working remotely, you may continue to do so if physically able to.</p> <p>You must report your COVID test results to ER.</p>
2. What are my options for reporting my time?	<p>You have several options for reporting time for lost work time as outlined below. Contact ER to discuss your various leave options.</p> <ol style="list-style-type: none"> 1) Eligible to apply for and use Federal Emergency Paid Sick Leave for up to 80 hours (prorated for part time). AND/OR 2) Eligible to use paid leave balances, including PTO, sick, vacation, floating holiday, or comp time, etc. AND/OR 3) Borrow 80 hours of PTO (prorated for part time). [Note: This is an advance that will need to be paid back.] AND/OR 4) Eligible to use Unpaid Leave. The requirement to reduce paid time off banks to a total of 40 hours prior to using County unpaid leave will be waived.
3. When am I able to return to work?	Depending on test results – see below for negative (Scenario 3) or positive (Scenario 4).
Scenario 3: I have tested negative for COVID-19.	
Questions	Answers
1. When am I able to return to work?	<p>Receive notification from a healthcare provider of negative test results and cleared to return to work by ER.</p> <p>If testing was completed due to close contact with someone who tested positive for COVID, you will be restricted from the workplace 14 calendar days.</p> <p>If testing was not due to a close contact, you will be allowed back to work when ER verifies:</p> <ul style="list-style-type: none"> ➤ No fever (less than 100.4° F) for at least 24 hours (1 full day of no fever without use of medicine that reduces fevers), <u>AND</u> ➤ Other symptoms have improved (for example, when your cough or shortness of breath has improved).

**Scenario 4:
I have tested positive for COVID-19.**

Questions	Answers
<p>1. When am I able to return to work?</p>	<p>You may return to work after being released from self-isolation by a local health officer generally requiring the following:</p> <ul style="list-style-type: none"> ➤ At least 10 days have passed since your symptoms first appeared. <u>AND</u> ➤ No fever (less than 100.4° F) for at least 24 hours (1 full day of no fever without use of medicine that reduces fevers), <u>AND</u> ➤ Other symptoms have improved (for example, when your cough or shortness of breath has improved). ➤ If testing was completed due to close contact with someone who tested positive for COVID, you will be restricted from the workplace 14 calendar days. <p>Be sure to contact ER prior to any return to work.</p>

**Scenario 5:
I have been exposed to a person with COVID-19 and/or I recently visited a restaurant/business that reported a positive COVID-19 case.**

Questions	Answers
<p>1. What should I do?</p>	<p>If you have symptoms, stay home. Contact your supervisor and ER.</p> <p>If no symptoms, you may be restricted from the workplace depending on your unique interaction and exposure. ER will determine whether you are restricted from the workplace.</p> <p>Continually self-monitor for COVID symptoms. If symptoms develop, notify your supervisor and ER.</p>
<p>2. What are my options for reporting my time?</p>	<p>You have several options for reporting time for lost work time as outlined below. Contact ER to discuss your various leave options.</p> <ol style="list-style-type: none"> 1) Eligible to apply for and use Federal Emergency Paid Sick Leave for up to 80 hours (prorated for part time). AND/OR 2) Eligible to use paid leave balances, including PTO, sick, vacation, floating holiday, or comp time, etc. AND/OR 3) Borrow 80 hours of PTO (prorated for part time). [Note: This is an advance that will need to be paid back.] AND/OR 4) Eligible to use Unpaid Leave. The requirement to reduce paid time off banks to a total of 40 hours prior to using County unpaid leave will be waived.
<p>3. When am I able to return to work?</p>	<p>If you are restricted from the workplace, return to work will be determined by ER.</p>

Scenario 6:

A member of my household is ill and experiencing symptoms related to COVID-19.

Questions	Answers
1. What should I do?	<p>You should continually self-monitor symptoms on a daily basis. Keep the member of the household who is ill isolated from all other members of the household and limit contact with this individual as much as possible. You may continue to work as long as you do not have any symptoms.</p> <p>If you need to care for a member of the household who is ill, please notify your supervisor and contact ER to discuss your various leave options.</p> <p>If you begin to show symptoms, please refer to Scenario 1.</p> <p>If the member of the household is able to test for COVID-19 and is awaiting their results, refer to Scenario 7.</p> <p>If the person's result is positive, please refer to Scenario 5.</p>
2. What are my options for reporting my time?	<p>As long as you have no symptoms, you may work as normal.</p> <p>Contact ER regarding various leave options if you need time off to care for an individual with COVID-19.</p>
3. When am I able to return to work?	N/A

Scenario 7:

I have been exposed to a person who is showing symptoms of COVID -19 and they are waiting for their test results.

Questions	Answers
1. What should I do?	<p>You should continually self-monitor symptoms on a daily basis and continue working.</p> <p>If you begin to show symptoms, please refer to Scenario 1.</p> <p>If the person's result is positive, please refer to Scenario 5.</p>

Scenario 8:

I have been in contact with someone who has been exposed (ie. my spouse was in contact with someone who tested positive for COVID-19).

Questions

1. What should I do?

Answers

No specific intervention is required. Monitor your symptoms, wash your hands regularly, and practice social distancing.

If you develop COVID-19 related symptoms, please contact your medical provider and refer to Scenario 1.

Scenario 9:

My child(ren)'s school and/or daycare is closed and I have no one to take care of them during this time AND I am ABLE to work remotely or alternate work schedule.

Questions

1. What should I do?

Answers

With department head approval, you may be able to work remotely and/or alternate work schedule to care for your child(ren). You may qualify for [Emergency Family Medical Leave Expansion Act](#) (EFMLEA) if you are unable to both care for child(ren) under the age of 18 AND work your normal weekly hours remotely or through alternate work schedule. This leave provides for 12 weeks of leave to care for children under age 18. If you are designated as "emergency responders", you are not eligible for leave under the Emergency Family Medical Leave Expansion Act. However, you may be eligible for County COVID leave.

You should contact ER to discuss available options. There may be other factors that may determine whether you qualify or not.

Scenario 10:

My child(ren)'s school and/or daycare is closed and I have no one to take care of them during this time AND I am UNABLE to work remotely or alternate work schedule.

Questions

1. What should I do?

Answers

If you are unable to work remotely AND/OR have no other adult over age 18 in the household, you may qualify for emergency provisions under the Emergency Family Medical Leave Expansion Act (EFMLEA). This leave provides for 12 weeks of leave to care for children under age 18. If you are designated as "emergency responders", you are not eligible for leave under the Emergency Family Medical Leave Expansion Act. However, you may be eligible for County COVID leave.

You should contact ER to discuss available options. There may be other factors that may determine whether you qualify or not.

Scenario 12:

Even though it's advised against, I still plan to travel in my personal time.

Questions

Answers

1. What do I need to know?

You must notify your supervisor of your travel plans, including dates and destination. If you are unable to social distance in your travel and/or activities, you may be restricted from the workplace for 14 calendar days.

You should monitor your symptoms daily and remain home if showing signs of COVID illness – please refer to Scenario 1.

2. What are my options for reporting my time during the 14-day quarantine period?

You may use PTO, comp time other paid leaves (not including sick leave), borrow 80 hours of PTO and/or unpaid leave. The requirement to reduce paid time off banks to a total of 40 hours prior to using County unpaid leave will be waived.

Scenario 13:

I am in an essential position that doesn't allow me to work remotely. I am nervous about coming to work.

Questions

Answers

1. Can I not come into work?

You must still report to work, unless otherwise directed. As a public employee, you have obligations to maintain services to the extent possible during an emergency. Failure to come to work during a pandemic will be treated just as if you failed to come to work any other time and may be subject to disciplinary action up to and including termination.

Scenario 14:

I have requested to take time off using PTO, comp time, or other paid leave during the COVID-19 Emergency Period.

Questions

Answers

1. What are my options for reporting my time?

If your time off is approved, you should use your PTO, comp time, other paid leave (not including sick leave) and/or unpaid leave. The requirement to reduce paid time off banks to a total of 40 hours prior to using County unpaid leave will be waived. You are not able to borrow 80 hours of PTO for planned and approved vacations.