

Preventing the Spread of Infection in the Workplace

June 15, 2020

The City of Fond du Lac will take proactive steps to protect our employees during the COVID-19 outbreak.

The City is committed to providing authoritative information about the nature and spread of COVID – 19.

<https://stories.opengov.com/fonddulacwi/published/ksiErY1hd>

The City will ensure clean workplaces, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of the virus in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Travel

The employer and employee should respect the federal, state, and local government’s travel warnings and recommendations regardless of when that warning is issued—whether prior to, during, or immediately upon return from travel. Employees should consult with and follow the recommendations of the local health department, the Wisconsin Health Services Department and the CDC.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

International Travel. As of June 11, 2020, the CDC advises that if you have traveled internationally in the past 14 days, stay home and monitor your health.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

A self-quarantine due to personal non-essential travel will not qualify for emergency paid sick leave.

Staying Home When Ill

It is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea or sore throat.

This list does not include all possible symptoms. We will continue to update this list as the CDC learns more about COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If an employee begins to exhibit any of these symptoms at work, they should let their supervisor know immediately and go home. If the employee cannot leave immediately, the Supervisor will move the employee to a private room and provide them with a mask and facilitate making arrangements for the employee to go for testing or contact Teledoc or their doctor for a consultation. HR will also provide assistance, if wanted. If there is any possibility that the employee may have had contact with others, the City will advise those employees or others that they may have had exposure, though not revealing the name of the symptomatic employee. The area where the symptomatic employee was working will be cleaned and disinfected.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to

be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, human resources, first aid and safety personnel, and government officials as required by law.

Quarantine and Isolation

Quarantine is used to keep someone who might have been **exposed** to COVID-19 away from others.

Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their doctor or local health department.

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

I think or know I had COVID-19, and I had symptoms

You can be with others after:

1. 3 days with no fever and
2. Symptoms improved and
3. 10 days since symptoms first appeared

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after 10 days have passed since test.

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

In all cases, **follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and local health departments. Local decisions depend on local circumstances.