

University of Wisconsin-Milwaukee

On-Site Employee Work Practices

During the COVID-19 Pandemic

Updated January 19, 2021

Note: *These practices are intended to apply to on-site employees only.* The practices outlined in this document do not apply to employees who are not working on-site.

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1. Background

COVID-19 is a contagious disease that can cause severe illness and death, particularly for vulnerable individuals such as those with underlying health conditions. The University of Wisconsin-Milwaukee (UWM) is committed to ensuring that it acts to the extent possible to shield its students, employees, and visitors from COVID-19. UWM is implementing prudent health and safety protocols that align with recommendations by local, state, and national public health authorities. UWM is also asking campus community members to adhere to published health and safety guidelines and procedures outlined in the guidance document to minimize the prevalence of and exposure to COVID-19. However, UWM cannot guarantee that individuals will not get sick, as it cannot control all activities and movement within the UWM community.

This guidance is only applicable to individuals who are working on-site. Departments with employees who may be subject to additional public health guidelines, such as healthcare workers, law enforcement, or departments with other unique requirements, may impose additional or alternative guidelines beyond those provided in this document. Employees who are working remotely should follow the guidance of local and state government and public health authorities.

These practices will be in place until further notice, and any significant updates will be sent to the roster of on-site employees and their supervisors, Executive Committee Chairs, Human Resources (HR) Business Partners, Department Chairs, and/or Deans.

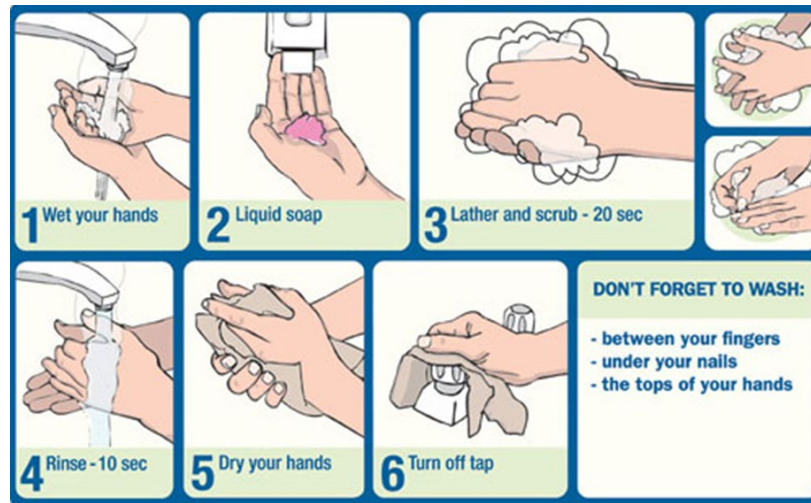
Each on-site employee must read this document in its entirety, complete the required training and submit the following, [Employee Work Practice Acknowledgement](#) to acknowledge familiarity with and understanding of this guidance.

2. On-Site Work Practices

All employees required to work on-site should routinely practice handwashing, social distancing, wearing of masks/face coverings and good hygiene practices. In addition, employees shall continuously self-monitor for symptoms of COVID-19.

2.1. Handwashing

Wash your hands often with soap and water for at least 20 seconds, following the guidelines in the figure below. Use hand sanitizer with at least 60% alcohol if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.



2.2. UWM’s Policy Requiring Face Coverings and Social Distancing

UWM strives to create an environment that will allow our students, faculty and staff to live, learn and research to the maximum amount possible. Our community members come from a wide variety of backgrounds, including many who have heightened risk factors themselves or within their families. To best protect the ability of our UWM community to participate in UWM instruction and other activities, face coverings (i.e. masks/cloth face coverings) *must* be used and 6-foot social distancing observed by all students, faculty, and staff while on UWM lands, in UWM facilities or engaged in UWM-sponsored activities until UWM lifts this restriction, as follows:

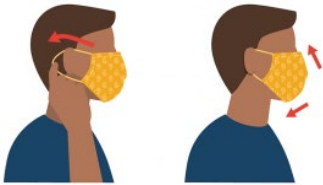
- Outside:
 - Six-foot social distancing should always be used unless the space prevents distancing.
 - *Masks/cloth face coverings are required when/where 6-foot social distancing is not possible.*
- Inside:
 - Six-foot social distancing should always be used unless the space prevents distancing.
 - Masks/cloth face coverings are required

Under limited circumstances and subject to approval by HR, University Safety and Assurances (US&A) or the Accessibility Resource Center (ARC) as appropriate may grant an exemption to face coverings if (1) an individual’s own health condition prevents wearing the cloth face covering and the individual has followed appropriate Human Resources or Student policies related to an accommodation; (2) the individual’s work or school responsibilities prevent wearing a cloth face covering; (3) when working in a personal office or other nonshared space or while in one’s own residence hall room; (4) in environments where hazards exist that create a greater risk by wearing a cloth face covering (engineering bays, biology research and instructional labs, etc.); (5) while in an indoor area designated for eating food and social distancing has been maintained; (6) in all cases where a cloth face covering cannot be worn and social distancing cannot be maintained, alternative methods must be utilized to limit potential transmission of COVID-19.

This information and more can be found in [UWM's Interim COVID-related Health and Safety Rules](#)

2.3. Cloth Face Coverings

The primary route by which COVID-19 spreads is through respiratory droplets produced when a person with COVID-19 coughs, sneezes or talks. Cloth face coverings reduce the spread of the virus, so UWM employees will be required to wear them unless doing so creates unsafe work conditions (such as in some research laboratories or an employee with specific health conditions). See policy above. Department managers can request cloth face coverings for employees through the EOC - PPE and Supplies Team by submitting a request through the EOC PPE Request Form located at <https://uwm.edu/ppe>. UWM can provide 2 unbranded cloth face coverings to each employee and 1 UWM-branded cloth face covering to each employee when they become available.



Follow these [instructions from the CDC](#) to wear your face covering properly:

- Wash your hands before putting face covering on
- Put it on over your nose and mouth and secure it under your chin
- Fit it snugly against the side of face
- Make sure you can breathe easily

2.4. Good Hygiene Practices

Cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. It is also important to avoid touching your eyes, nose, and mouth with unclean hands. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect shared work areas, tools, and equipment before and after each use by an individual.

2.5. Routine Disinfection in Office Spaces by Employees

Influenza viruses and coronaviruses (such as COVID-19) can survive on a variety of surfaces, such as door handles, tables, and keyboards. Besides good hand washing practices, routine disinfection of surfaces people may encounter is an excellent way to minimize exposure to these viruses and many other infectious agents. These include workstations, countertops, doorknobs/ push bars, hard-backed chairs, remotes, desks, and light switches. It is important to clean in between users, or daily for single user workstations. After disinfecting an area, make sure hands are promptly washed at the nearest sink.

Routine cleaning and disinfection procedures using an EPA-registered, hospital-grade disinfectant following the manufacturer's instructions is appropriate.

The following are some recommended products for use in general disinfection/ routine cleaning that are effective for influenza and COVID-19. This is not an all-inclusive list; these are simply some recommended products. If you have questions or inquiries about products you are currently using, feel free to contact the EOC- PPE and Supplies Team at uwm-supplyreq@uwm.edu to discuss your disinfectant products.

- Clorox Brand Products, including Clorox Disinfecting Wipes, Clorox Clean-Up Cleaner + Bleach, and Clorox Disinfecting Bleach. These can be found at most major retailers but are harder to find due to high demand. Contact times and additional information may be found on the [Clorox website](#).
- Clorox Disinfecting Wipes are a good option for cleaning of computer keyboards and related items.
- Lysol Brand Products, including Lysol Disinfectant Spray, Lysol Disinfectant Spray Cover Mist, Lysol Multi-Surface Cleaner Pourable, Lysol Multi-Purpose Cleaner with Hydrogen Peroxide, Lysol Multi-Purpose Cleaner with Bleach EPA, Lysol Power Bathroom Cleaner, Lysol Power Foam Bathroom Cleaner, Lysol Power Toilet Bowl Cleaner and Lysol Toilet Bowl Cleaner with Bleach. These can be found at most major retailers but are harder to find due to high demand. Contact times and additional information may be found on the [Lysol website](#).
- Any of the disinfectants listed as registered on U.S. EPA [List N: Disinfectants for Use Against SARS-CoV-2](#). Review product information for appropriate contact times.

Department accounts and/or P-cards may be used to purchase office cleaning products. Department managers can request hand sanitizer and disinfectants through the EOC - PPE and Supplies Team by submitting a request through the EOC PPE Request Form located at <https://uwm.edu/ppe>.

2.6. Self-Monitoring

Employees are required to self-monitor for COVID-19 symptoms each day before working on-site and can utilize the [UWM COVID-19 Symptom Monitor](#). An employee with any of the following symptoms, if they are new or not related to an existing health condition/situation, is defined as “symptomatic.”:

- Fever (100.4 degrees Fahrenheit or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms.

Symptoms may appear 2-14 days after exposure to the virus. See [CDC's Website for more information about COVID-19 symptoms](#). In addition to this document, see [CDC's Website for more information about what to do if you are experiencing symptoms](#).

3. Procedures for Supervisors, HR Business Partners (HRBPs), or Deans (or their designees) and Staff

A [Close Contact](#) is defined as “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.”

3.1. Department Actions for Individuals On-Site that are Ill

The symptomatic individual or colleague who notices a symptomatic individual, should notify a supervisor, HRBP/Prep, or Dean (or their designee) for their school/college/division immediately. **Supervisors, HRBPs, or Deans (or their designees) have the right to ask employees about how they are feeling as it relates to COVID-19 symptoms (fever, coughing, shortness of breath, or other COVID-19 symptoms). They should maintain 6 feet of distance when asking questions.** This should be done respectfully and compassionately, taking into consideration the employee's feelings.

Questions could include:

- Do you feel feverish (ex. chills, sore/achy, weak/fatigued)?
- Do you have a cough?
- Are you experiencing shortness of breath or difficulty breathing?

If an employee appears in distress follow normal emergency response procedures, contact 9-911 or 414-229-9911 from a campus phone.

3.1.1. Immediate directions for any individual who has symptoms or is informed they tested positive for COVID-19 while in the Workplace

- 1) The individual should maintain 6 feet of social distancing.
- 2) The individual should ensure that their nose and mouth is covered with an appropriate mask/face covering.
- 3) The individual should avoid touching equipment and furniture as much as possible, should not move around the workspace and should locate themselves in a room with a closable door.
- 4) The individual should contact their supervisor, HRBP, or Dean (or their designee) to:
 - i. Provide information necessary to complete the [UWM Employee COVID-19 Case Management Submission Form](#). If preferred, the employee may self-report using the same form.

- ii. Arrange to go home. The individual should provide current contact information, either a phone number or email address in the event they need to be contacted. The individual should continue to practice this guidance in this section in route to their residency. Modes of transportation for the individual to get to their residency are prioritized below, starting with the top recommendation:
 - i. Personal transportation.
 - ii. A ride with a member of their household.
 - iii. A ride with a family member or friend.
 - iv. [Milwaukee County Transit System](#)
- 5) Once at their residence, the individual should isolate themselves per city, county and Wisconsin guidelines and contact a medical professional for evaluation to determine if symptoms are consistent with COVID-19.

3.1.2. Department Supervisor, HR Business Partner (HRBP), or Dean (or their designee) Immediate Actions

Supervisors, HRBPs, Deans (or their designees) and employees shall NOT reveal the identity of an individual who has been diagnosed with COVID-19 to anyone except a public health official with authority to request and receive this information, campus health staff, appropriate Human Resources staff, University Safety and Assurances staff, Dean of Students office, or COVID Data Monitoring Core Team.

Supervisors, HRBPs, Deans (or their designees) shall interview the employee to gather information needed to complete the [UWM Employee COVID-19 Case Management Submission Form](#). This interview should be performed while social distancing or via phone or Teams. The interview may occur before or after the employee has left the workplace. If preferred, the employee may self-report using the same form. A staff member of University Safety & Assurances (US&A) will follow-up on the case report.

After completing the [UWM Employee COVID-19 Case Management Submission Form](#) and/or sending the individual home, the following actions should be taken:

- 1) If possible, evacuate and section off areas that the individual was in for more than 15 minutes (cumulative over 24 hours) in the 48 hours preceding or any time after the onset of symptoms or COVID-19 test date (for example, person's office, shared work areas, kitchen area).
 - a. Notify key personnel (such as employees that work in the area and/or the department and building chairs or managers) that the area is closed off until cleaning and disinfection is completed.
 - b. Post signage to warn employees to "[Temporarily Closed- Do Not Enter](#) ." (Sign available via [Sign Library](#))
- 2) Supervisors, HRBPs, or Deans (or their designees) **should not** notify cleaning staff directly. University Safety & Assurances will dispatch preventative cleaning and

disinfection of the work areas as warranted based on the responses provided in the [UWM Employee COVID-19 Case Management Submission Form](#). If, based on CDC Guidance, University Safety & Assurances determines that preventative cleaning and disinfection of the work areas is necessary, the point of contact will be notified via email within 24 hours of submitting the form. If no notification is received within 24 hours after the case submission, the area does not require disinfection and may be reopened.

- a. Facilities staff will coordinate with the point of contact and cleaning staff to conduct sanitation of the affected area, in accordance with UWM and [CDC guidelines](#). If the area could not be sectioned off or evacuated, cleaning staff should prioritize disinfecting the space.
 - b. Completion of cleaning and disinfection will be reported back to the Point of Contact listed in the [UWM Employee COVID-19 Case Management Submission Form](#) and US&A.
- 3) UWM employees, students, and visitors that are determined to be Close Contacts of an employee with COVID-19 (tested positive or diagnosed by healthcare provider) will be notified by Human Resources, Dean of Students Office, or US&A, respectively. Close Contacts should not be present at the workplace and should follow applicable self-quarantine guidance outlined in Section 3.4. See Section 3.2 for further Close Contact actions.
 - 4) US&A will be available for additional consultation. Campus staff will consult with local public health officials as appropriate.

3.2. Department Supervisor, HR Business Partner (HRBP), or Dean (or their designee) Actions for On-Site Individuals that are Close Contacts

If an employee has been identified as a Close Contact with someone that has COVID-19, the supervisor, HR Business Partner (HRBP), or Dean (or their designee) will...

- 1) Collect information from the employee or the reporting mechanism about the close contact including the last date of contact with a person that is COVID-19 positive or diagnosed by healthcare provider as having COVID-19 and any other relevant information.
- 2) Complete the [UWM Employee COVID-19 Case Management Submission Form](#).
- 3) Disinfection measures including cordoning off areas are not required for close contacts unless they become symptomatic or test positive and were onsite 48 hours prior to being symptomatic and testing positive.
- 4) Work with employee on telework or leave options.
 - a. If telework is possible, the self-quarantining employee may be able to telework.
 - b. If telework is not an option, supervisors, HRBPs, or Deans (or their designees) should discuss leave options with the employee.

3.3. Employee Procedures

1. **Employees should not report to work if they have COVID-19 symptoms, have tested positive for COVID-19, or have had close contact with someone who has COVID-19.**

2. It is the responsibility of all employees who are scheduled to be on-site to inform their supervisor, HR Business Partner (HRBP), or Dean (or their designee) if they are unable to come to work or unable to continue working on-site because they feel ill with COVID-19 symptoms, have tested positive for COVID-19, or have had close contact with someone who has COVID-19. Supervisors, HR Business Partners (HRBP), or Deans (or their designees) will complete the [UWM Employee COVID-19 Case Management Submission Form](#) as stated in Section 3.1.2. If preferred, the employee may self-report using the same form.
3. Employees should [self-quarantine if they have had Close Contact](#) with a person diagnosed with or determined by a healthcare professional as clinically compatible with COVID-19.
4. Employees should self-monitor daily for fever, cough, shortness of breath, and other COVID-19 symptoms by utilizing the [UWM COVID-19 Symptom Monitor](#), and call their health care provider for advice if they experience and COVID-19 symptoms. Student employees can contact either their personal health care provider or Norris Health Center at 414-229-4716. See Section 3.4 for Self-Quarantining Guidance.

3.4. Self-Quarantining

- 1) Stay home. Do not go to school, work, public areas, or attend large gatherings, such as parties, weddings, meetings, and sporting events. If you need medical care, call a health care provider. Call ahead before going to a doctor's office or to an emergency room.
- 2) Do not use public transportation, ridesharing, or taxis.
- 3) Do not go out to restaurants or have guests to your home.
- 4) Postpone any travel. If travel is absolutely necessary, contact the local health department first for instructions. Please know, if the choice to travel is made and the individual becomes ill while away, the individual may not be able to return home using public transport (for example, air travel) until they are well and released from possible isolation by the local public health department.
- 5) Wash hands often and practice good hygiene.
- 6) If the individual feels healthy, they may leave the home (in a private vehicle) for a limited time to take care of routine and necessary activities, such as grocery shopping or visiting the pharmacy. Try to avoid busy times of day.
- 7) Postpone all non-essential medical appointments (for example, dental cleaning, eye exam, routine check-up) until out of quarantine. If there is an essential appointment during the quarantine, please call the provider ahead of time.
- 8) If medical care is needed, call a health care provider. Call ahead before going to a doctor's office or to an emergency room.
- 9) Consider minimizing contact with people and animals at home (stay in own room and, if possible, use own bathroom). Avoid sharing personal household items such as dishes, towels, and bedding.
- 10) During self-quarantine, person should self-monitor for symptoms of COVID-19 by:
 - a. Taking temperature twice daily with a thermometer. A fever is typically 100.4°F or greater. If person does not have a thermometer, symptoms of fever may include feeling unusually hot, having chills, or having the sweats.
 - b. Watching for fever, cough, trouble breathing, or other COVID-19 symptoms.

If you are a close contact of a member of your household, the following guidance will assist you in staying safe by avoiding additional instances of close contact with the infected person: [Guidance to Prevent Close Contact when a Household Member is Sick with COVID-19.](#)

3.5. Returning to the Workplace: Sick Employees; Employees that had Close Contact

1. Employee should contact supervisor, HRBP, or Dean (or their designee) prior to returning to on-site work to ensure the employee meets the criteria for returning based on CDC guidance. The supervisor, HRBP, Dean (or their designee), or the employee (whomever originally submitted the case report) shall complete the follow-up/return to work section or update the UWM Employee COVID-19 Case Submission Form as necessary via the link they were provided. (Note: The individual who submitted the report is listed at the bottom of the initial email that the employee received after the report was submitted.)
 - a. US&A will evaluate and determine final return date based on criteria below. Please allow at least 1 business day for a response. The supervisor, HRBP, or Dean (or their designee) and the employee will be notified via email if the employee is approved to return to on-site work or if return-to-work criteria is not yet met. If the return-to-work criteria is not yet met, the supervisor, HRBP, or Dean (or their designee) will receive additional comments for re-evaluation.

Summary of Return-to-work Criteria:

1. Symptom-based Strategy: If an employee exits the workplace because they are ill with COVID-19 symptoms, they may return to the workplace only after:
 - a. At least 10 days have passed since symptom onset **and**, at least 24 hours have passed since the resolution of fever without the use of fever-reducing medications, **and** other symptoms have improved**.

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

OR

 - b. A healthcare professional determines your symptoms are not COVID-19 related and provides documentation stating the illness is not COVID-19 related. (Actual diagnosis information should not be included).
2. If an employee exits the workplace because they tested positive for COVID-19, but never developed symptoms, they may return to the workplace only after:
 - a. At least 10 days have passed since the date of their first positive COVID-19 test. Note: If the employee develops symptoms, then the symptom-based strategy should be used.

3. For employees that have been identified as a Close Contact with someone who tested positive for COVID-19 or was diagnosed with COVID-19 by a healthcare professional based on symptoms, they should self-quarantine for 7-14 days in accordance with one of the options below and not return on-site until they receive approval to do so. If the employee develops symptoms or tests positive, the employee should report that to their supervisor, HRBP, or Dean (or their designee) and the symptom-based strategy outlined above should be used.
 - a. **Standard 14-day Quarantine Option:** After self-quarantining for 14 days, employees may return on the 15th day if they have not tested positive for COVID-19 and remain symptom-free. This quarantine period is the standard and will be followed if the following two options are not utilized.
 - b. UWM departments experiencing operational impact from quarantine requirements and that have a need to reduce a quarantine period to 7 or 10 days, consistent with CDC and Milwaukee Health Dept. guidance providing exceptions, may submit an exception request to [UWM Police Chief LeMire](#) (or as assigned by UWM Administration), who will consult with the Norris Health Center and others as necessary. Such requests should include:
 - i. Reason for the need,
 - ii. Potential number of employees impacted, AND
 - iii. Plan to comply with testing (for 7-day quarantine) and strict symptom monitoring until 14 days after exposure.

The 7-day and 10-day quarantine options, if approved, are:

- i. **10-Day Quarantine Option:** Employees who remain symptom-free (asymptomatic) must self-quarantine for 10 days and may return on the 11th day provided that daily symptom monitoring continues for the full 14-day period.
- ii. **Test-based Strategy (7-Day) Quarantine Option:** The duration of quarantine may be further shortened to 7 days using a test-based strategy. Employees must self-quarantine for 7 days and may return on 8th day if:
 1. An FDA-authorized diagnostic test (PCR or antigen) is collected within 48 hours of the proposed end of quarantine (i.e. on day 6 or 7 of quarantine),
 2. The result is negative, AND
 3. Symptom monitoring continues for the full 14-day period.

References for this section: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>, and <https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html> (rev. 12/2/20).

4. Administrative Actions for Onsite COVID-19 Cases

UWM will work with and, at the direction of public health authorities, take immediate steps to respond to any health and safety risk to the campus community.

- 1) **Supervisors, HRBPs, or Deans (or their designees) and employees shall NOT reveal the identity of an individual who has been diagnosed with COVID-19 except as permitted above.**
- 2) The local and/or state public health authorities, as capacity allows, will conduct contact tracing related to individuals who have been determined by a health professional to be a probable or confirmed case. Patients under investigation for COVID-19 are reportable conditions in accordance with Wis. Stat. Ch. 252 and Wis. Admin. Code Ch. DHS 145. Reporting is normally done by either an individual's clinical provider or lab. Contact tracing conducted by local and/or state public health authorities does not preclude department management from identifying Close Contacts of an on-site employee who is ill or who has tested positive and sending them home to begin self-quarantine procedures. Campus health officials partner with local and state public health authorities when it is determined that there is a health and safety risk.

5. Reference Sources

1. [Wisconsin Department of Health Services COVID-19](#)
2. [City of Milwaukee Health Department COVID-19](#)
3. [Guidance for Institutions of Higher Education, July 31, 2020](#)
4. [Centers for Disease Control Interim Guidelines for Businesses and Employers to Prepare and Respond to Coronavirus Disease 2019: May 6, 2020](#)

UWM COMMUNICATION PLAN FOR EMPLOYEE COVID-19 CASES

Employee receives positive COVID-19 test, has COVID-19 symptoms, or has had close contact.

Employee notifies supervisor of COVID-19 diagnosis and reports recent on-site locations and any UWM close contacts. Employee must isolate at home and cannot return to work without supervisor approval.

Supervisor notifies University Safety & Assurances of the positive employee case, campus locations and UWM close contacts through submission of Case Management Form uwm.edu/employeecovid19report.

University Safety & Assurances requests cleaning from the appropriate unit (Environmental Services, UWM Student Union or University Housing).

University Safety & Assurances notifies Human Resources, which directs UWM employees identified as close contacts to quarantine.

University Safety & Assurances notifies the Dean of Students Office of any UWM students who have been identified as close contacts. DOS directs students to quarantine.

DEFINITIONS:

Close contact within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset until the time the patient is isolated.

Isolate: Stay home in a separate room from other household members and use a separate bathroom, if possible. Do not share personal household items, like cups, towels and utensils, and avoid contact with other members of the household and pets. Learn more at cdc.gov/coronavirus.

Quarantine: Stay home for 14 days from the last contact, watch for COVID-19 symptoms and follow CDC guidance.