University of Wisconsin-Milwaukee
On-Site Essential Employee Work Practices
During the COVID-19 Pandemic

Updated April 2, 2020

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

Due to various factors, the number of COVID-19 cases is believed to be significantly higher than current reports indicate. Additionally, the Center for Disease Control (CDC) emphasizes the importance of guidance at the local level given that each community may be impacted differently. These guidelines are provided to help contain the spread of COVID-19 in Milwaukee County, which has the largest number of confirmed cases in Wisconsin and is the location of the majority of UWM’s operations.

This guidance is only applicable to individuals who are working on-site. Departments with employees who may be subject additional public health guidelines, such as healthcare workers and law enforcement, 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 essential on-site employees and their supervisors. Each on-site essential employee must submit this document: Employee Work Practice Acknowledgement to acknowledge familiarity with this guidance.

2. On-Site Work Practices

All employees required to work on-site should routinely practice handwashing, social distancing, and good hygiene practices. In addition, employees should continuously self-monitor for symptoms. Currently, US Public Health Officials are not recommending the use of Personal Protective Equipment (PPE) by essential services staff for protection from COVID-19 other than healthcare personnel and first responders.

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. Social Distancing

Less than 10 people should be working in an area at any given time, maintaining a minimum of six feet of distance from others when possible.

2.3. Good Hygiene Practices

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. 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. Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect shared work areas, tools and equipment after each use by an individual.

2.4. 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 if there are active cases of influenza or COVID-19.

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 from the Biosafety Program Office. If you have questions or inquiries about products you are currently using, feel free to contact the biosafety program at: uwm-biosafety@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. At this time, the availability of hand sanitizer and cleaning products for the office is limited. The UWM Procurement Department is working to obtain these products and more information will follow.

2.5. Self-Monitoring

Watch for symptoms of COVID-19 which include fever, cough, or trouble breathing. 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 and Staff

Close Contact is defined as “persons within approximately 6 feet (2 meters) of a confirmed case or a person with signs and symptoms (probable case) of COVID-19 for ten (10) or more minutes.”

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 immediately. Supervisors have the right to ask employees about how they are feeling as it relates to COVID-19 symptoms (fever, coughing, shortness of breath). 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, sweats, 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 to any Individual who Has Symptoms in the Workplace

1) The symptomatic individual should maintain 6 feet of social distancing.
2) The symptomatic individual should cover their nose and mouth with a standard paper mask, handkerchief, cloth, paper towel, or a similar barrier.
3) The symptomatic 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 symptomatic individual should contact their supervisor and 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:
   a. Personal transportation.
   b. A ride with a member of their household.
   c. A ride with a family member or friend.
   d. Milwaukee County Transit System
5) Once at their residence, the individual should isolate themselves per city, county and Wisconsin guidelines. If the individual needs to see a healthcare provider, they should call prior to visiting.
6) The symptomatic individual should, as soon as possible, inform their supervisor of any Close Contact with UWM employees in the past 48 hours, and the areas of UWM facility(s) visited in the past 48 hours.

3.1.2. Department Supervisor Immediate Actions

1) Supervisors and employees shall NOT reveal the identity of an individual who has been exhibiting symptoms of or diagnosed with COVID-19 to anyone except a public health official with authority to request and receive this information, the Campus Health Officer, or the Campus Safety Officer.
After sending an individual who is symptomatic home the following actions should be taken:

2) If possible, evacuate and section off areas that the symptomatic individual was in for more than 10 minutes over the past 48 hours (for example, person’s office, shared work areas, kitchen area).

3) Contact the UWM Police Department at 414-229-4627 to facilitate a cleaning service request.
   a. Provide the following information:
      1. This is a COVID-19 symptoms alert, with request for preventive disinfectant cleaning.
      2. The point of contact within the department.
      3. The location of the potentially infected area (for example, Engelmann Hall, Room #XXX).
      4. The time of exit by the symptomatic individual.
      5. Whether the space has been sectioned off or not.

  Supervisors should not notify cleaning staff directly. Facilities will report completion of cleaning/disinfection back to supervisor requesting the work.

4) The Facilities team will coordinate with the point of contact and cleaning staff to conduct sanitation of the affected area, in accordance with CDC guidelines. If the area could not be sectioned off or evacuated, cleaning staff should prioritize disinfecting the space.

5) Supervisor should contact COVID19-Safety@uwm.edu, and a staff member of University Safety & Assurances (US&A) will collect information from the supervisor to identify the UWM spaces and individuals who have been in close workplace contact with the symptomatic individual in the past 48 hours.

6) All Close Contacts that are UWM employees will be notified, should not be present at the workplace, and should follow applicable self-quarantine guidance outlined in Section 3.4. If telework is possible, self-quarantining employee may be able to telework. If telework is not an option, supervisors should discuss leave options with the employee.

7) Supervisor should contact US&A at COVID19-Safety@uwm.edu and their department head once the area has been cleaned. They can include the information from the original Facilities service request and basic details about the resolution, including when disinfecting was completed and whether employees if any, were sent home to begin self-quarantining. Supervisors do not need to proactively contact any other parties about the incident; the department head and US&A may follow-up if additional information is needed.

8) US&A and the Campus Health Officer will be available for additional consultation. The Campus Health Officer may contact the supervisor for additional information. The Campus Health Officer will consult with local public health officials as appropriate.
3.2. Department Supervisor Actions for On-Site Individuals that Call in Ill

If an employee calls in sick with COVID-19 symptoms, the supervisor will ask the employee if they had Close Contact with any UWM employees in the past 48 hours while at work and the areas of the UWM facility visited in the past 48 hours. If the employee was on-site in the previous 48 hours, the supervisor should then follow the reporting procedure detailed in Section 3.1.2. If the employee has not had any close contacts or been in a UWM facility, then the supervisor should work with the employee in terms of leave options and does not need to take additional action.

3.3. Employee Procedures

It is the responsibility of all employees who are scheduled to be on-site to inform their supervisor if they are unable to continue working on-site because they feel ill. If an employee was on-site during the 48 hours prior to experiencing symptoms of COVID-19, the employee should report that information to their supervisor. If an employee has been on-site during the 48 hours prior to being diagnosed with COVID-19 but are not experiencing symptoms an employee should report that information to COVID19-Safety@uwm.edu so that proper steps can be taken.

1. **Employees should not report to work if they feel ill.** Even if you don’t feel ill, if you have been determined to be a close contact to a COVID-19 case, by state or local public health authorities or your healthcare provider, UWM expects you to stay out of the workplace.
2. Employees should self-quarantine if they have had Close Contact with a person diagnosed with or being evaluated for COVID-19.
3. Employees should self-monitor for fever, cough, and shortness of breath, and call their healthcare provider for advice. Employees should call their personal health care provider. 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 and Self-Monitoring Guidance.
4. Before going to a clinic, urgent care or an emergency room, call ahead and tell them your symptoms, recent travel history and any direct/indirect contact you may have had with a confirmed case.

3.4. Self-Quarantining and Self-Monitoring Guidance

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, or trouble breathing.

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

If an employee exits the workplace because they are ill with COVID-19 symptoms, they may return to the workplace only after they are symptom-free for at least three days (72 hours) without the use of fever-reducing medicine and a minimum of 7 days have passed since symptoms appeared. Public health guidance on return to work is changing frequently at this time, and employees must contact their supervisors before returning to work. For employees that have been identified as a Close Contact with someone at UWM with COVID-19 symptoms, they should not return on-site for 14 days.

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 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 now 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. The responsibility for contact tracing does not lie with individuals or employers. However, the 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. The Campus Health Officer partners 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
4. Centers for Disease Control Interim Guidelines for Businesses and Employers to Prepare and Respond to Coronavirus Disease 2019: March 22, 2020
6. **Addendum: Flowchart**

**Employee Notifies Supervisor that they are ill with COVID-19 Symptoms**

**ON SITE REPORT**

- **Supervisor Action:** Maintaining Social Distancing assist employee in departing workplace, secure area
- **Employee Action:** Leave Workplace return home, self-quarantine, contact healthcare provider as needed

**EMPLOYEE NOT ON SITE CURRENTLY**

- **Supervisor Action:** Determine workplace locations and close workplace contacts for past 48 hours of employee

- **Supervisor Action:** If employee was on site 48 hours before symptoms,
  Contact UWM PD to facilitate cleaning service request by calling 414-229-4627

- **Supervisor Action:** If employee was on site 48 hours before symptoms,
  Contact COVID19-Safety@uwm.edu to provide information if employee with symptoms has been on campus