University of Wisconsin-Milwaukee

On-Site Employee Work Practices
During the COVID-19 Pandemic

Updated August 25th, 2022

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. Highlighted text indicates the most recent updates to the work practices.

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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 should read this document in its entirety and review UWM COVID-19 Employee Training to have familiarity with and understanding of this guidance.

2. On-Site Work Practices

All employees working on-site are encouraged to wear masks when indoors and outdoors when social distancing is difficult to achieve. They should also routinely practice handwashing, social distancing (when possible), 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 Mask and Social Distancing Policy

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.

The Centers for Disease Control and Prevention (CDC) has recommended that individuals wear masks while indoors under certain circumstances.

Effective March 19, 2022, face coverings were no longer required indoors for the general population of UWM employees, students and visitors. Individuals physically present at UWM campuses are encouraged to monitor and follow the CDC’s recommendations on wearing masks for the applicable county, which recommendations are based on current transmission levels.

Certain units and activities, including but not limited to the Children’s Learning Center, the Student Health and Wellness Center, the UWM Psychology Clinic, and healthcare professional clinical training programs, may continue to require face coverings based on CDC and/or other external guidance, standards, and requirements as approved by the COVID Management Team.

Units or activities not subject to such external guidance, standards and/or requirements may not require face coverings but may highly encourage face coverings in any shared space using university-provided signage.

Face coverings may be required for all individuals on a temporary, emergency basis in some or all UWM facilities based on any change in local public health conditions, local public health guidance, and/or CDC guidance. Such a requirement, including its duration, will be announced to the UWM community and will be posted in UWM facilities.

No individual is required to wear masks when actively eating or drinking.

Social distancing is not required in indoor spaces, including in UWM classrooms. Where individuals can maintain social distancing without disruption to operations and activities, individuals may maintain or encourage such distancing, particularly in indoor spaces.
Social distancing may be required for all individuals on a temporary, emergency basis in some or all UWM facilities based on any change in local public health conditions, local public health guidance, and/or CDC guidance. Such a requirement, including its duration, will be announced to the UWM community and will be posted in UWM facilities.

Employees requesting a modification to this policy due to a disability should work with UWM’s Disabilities in Employment Coordinator in central HR following UWM’s Reasonable Accommodation Policy. Any other requests for a modification should be directed to the employee’s HR Business Partner.

This information and more can be found in UWM’s Interim COVID-related Health and Safety Rules

2.3. Masks

The primary route by which COVID-19 spreads is through respiratory droplets produced when a person with COVID-19 coughs, sneezes or talks. Masks reduce the spread of the virus, so all UWM employees will be encouraged to wear them indoors 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 masks 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.

Follow these instructions from the CDC to wear your mask properly:
- Wash your hands before putting mask 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. It is recommended that shared work areas, tools, and equipment are cleaned and disinfected before and after each use.

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; however, transmission from surfaces is considered low compared with direct contact, droplet transmission, or airborne transmission. Besides good hand washing practices, routine disinfection of surfaces people may encounter is a 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 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

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 designee) 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.
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.

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, vacate and cordon off areas that the individual was in for more than 15 minutes (cumulative over 24 hours) in the 24 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. Cleaning and disinfection of the work areas will be dispatched as warranted based on the responses provided in the UWM Employee COVID-19 Case Management Submission Form. If, based on CDC Guidance 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.

3) UWM employees, students, and visitors that are reported to be Close Contacts of an employee with COVID-19 (tested positive or diagnosed by healthcare provider) in a Case Management Submission Form will be notified by Human Resources, Dean of Students Office, or US&A, respectively. 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

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 they have symptoms (or, for asymptomatic patients, 2 days prior to test specimen collection date) until they meet the criteria to end isolation.”

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

1) Inform the employee of the following:
   a. The employee does NOT need to quarantine per CDC Guidance.
   b. The employee can continue coming to work as long as they do not have symptoms or test positive.
   c. The employee must wear a mask when around others for a full 10 days after the last date of contact with the infected person. They shall not go places where they are unable to wear a mask.
   d. The employee is advised to get tested at least 5 full days after their last instance of close contact with the infected person.

2) Does not need to file a case submission form.
3.3. **Employee Procedures**

1) Employees should not report to work and follow appropriate isolation guidance detailed in Section 3.4 if they have COVID-19 symptoms and/or have tested positive for 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 have COVID-19 symptoms or have tested positive for 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. Employees should not report to work until they receive approval to return after completing their isolation.

3) Employees that have had close contact with someone who has COVID-19 regardless of vaccination status:
   
   i. Do NOT need to quarantine per CDC Guidance.
   
   ii. Can continue coming to work as long as they do not have symptoms or test positive.
   
   iii. Must wear a mask when around others for a full 10 days after the last date of contact with the infected person. Do not go places where you are unable to wear a mask.
   
   iv. Are advised to get tested 5 full days after their last instance of close contact with the infected person.
   
   v. Does not need to report a case submission form.

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](#), wear a mask when around others, and call their health care provider for advice if they experience COVID-19 symptoms. Student employees can contact either their personal healthcare provider or Norris Health Center at 414-229-4716.

3.4. **Isolation**

**Isolation** is to separate people with confirmed or suspected COVID-19 from those without COVID-19.

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.

2) Monitor your symptoms. If you have an emergency warning sign (trouble breathing; persistent pain or pressure in the chest; new confusion; inability to wake or stay awake; pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone), seek emergency medical care immediately.

3) Stay in a separate room from other household members, if possible.

4) Use a separate bathroom, if possible.

5) Avoid contact with other members of the household and pets.

6) Don’t share personal household items, like cups, towels, and utensils.

7) Wear a well-fitting mask when around others.
If you or a household member are ill, the following guidance will assist you and your household members in staying safe by avoiding 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 should contact their 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.)

- 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 communication for re-evaluation.

Summary of Return-to-work Criteria

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected. If you have COVID-19 or have symptoms, isolate for at least 5 days.

<table>
<thead>
<tr>
<th>If Employee Tests Positive for COVID-19 or has COVID-19 Symptoms (Isolate)</th>
</tr>
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</table>
| **All Employees, regardless of vaccination status.** | • Employee must isolate for 5 days.  
  - If the employee never had symptoms (asymptomatic case), end isolation after 5 days.  
  - If the employee had symptoms AND is fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving**, end isolation after 5 days.  
  - Employee must continue to wear a mask at ALL TIMES when around others for 10 days.  
  - If asymptomatic employee develops symptoms after testing positive, their 5-day isolation period should start over. Day 0 is first day of symptoms. |
Follow the “Symptomatic, Positive Test Employees” return to work criteria above.

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

<table>
<thead>
<tr>
<th>If Employee is a Close Contact</th>
<th>If Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Regardless of vaccination status</td>
<td>• Employee does NOT need to Quarantine.</td>
</tr>
<tr>
<td>• Had confirmed COVID-19 within the last 90 days (employee tested positive using a viral test).</td>
<td>• Employee must continue to wear a mask at ALL TIMES when around others for 10 days. They shall not go places where they are unable to wear a mask.</td>
</tr>
<tr>
<td></td>
<td>• Employee must monitor for symptoms until 10 days after last close contact.</td>
</tr>
<tr>
<td></td>
<td>• Employee is advised to get tested after at least 5 full days from the last instance of close contact with infected person. <strong>Note: The date of the last instance of close contact is considered Day 0.</strong></td>
</tr>
</tbody>
</table>

*If the employee develops symptoms or tests positive, the employee should NOT report to work, and should notify their supervisor, HRBP, or Dean (or their designee) and follow the return-to-work criteria outlined above.*

Further guidance and the CDC Quarantine and Isolation Calculator are available for use on the CDC Isolation and Precautions for People with COVID-19 web page.

3.6. **Procedures Related to Testing and Vaccinations**

1) **Testing**

   a. **Required Testing and/or Quarantine/Isolation for International Travelers.** Employees who have traveled internationally for personal or UWM business may be required to undergo COVID testing and isolation/quarantine as required by the CDC. The CDC’s requirements for international travel can be found here.

2) **Vaccinations**

   a. UWM encourages all UWM community members to get vaccinated if they have not already.
   b. Fully Vaccinated = Employees are considered fully vaccinated:
1. 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
2. 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

If employees do not meet these requirements, they are NOT fully vaccinated. Keep taking all precautions until fully vaccinated.


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 isolation 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. Centers for Disease Control and Prevention: COVID-19
UWM COMMUNICATION PLAN FOR
EMPLOYEE COVID-19 CASES

Employee receives positive COVID-19 test or has COVID-19 symptoms.

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 notifies UWM employees identified as close contacts.

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

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.