



City of Appleton

COVID Workplace Guidelines & Resources

(Updated October 2, 2023)

Note: This document supersedes all previous versions of our return to the workplace guidelines.

Table of Contents

Message to Employees.....	3
COVID-19 Vaccine.....	3
Face Coverings.....	3
Considerations for limiting in-person interactions and physical contact	4
Cleaning and Disinfecting.....	4
Procedures – COVID Close Contacts or COVID Positive Diagnosis	4
What are we doing at the City	7
We ask that everyone	7
Additional Resources	8
CDC’s “How to Safely Wear and Take Off a Cloth Face Covering” Poster	9
How do I self monitor.....	10
City of Appleton Employee Assistance Program Poster.....	11

Note: This guidance and the symptoms listing of COVID-19 could be subject to change. This is a novel virus, so we are learning new and more things about it and the vaccine all the time. Departments reserve the right to vary from these guidelines based on their operations and the jurisdiction they are under. The City of Appleton will continue to monitor changes in the guidance from the Center for Disease Control and Prevention (CDC) and the Wisconsin Department of Health Services (DHS).

MESSAGE TO EMPLOYEES

Our top priority is the health and safety of our community and to our employees. We have adapted to the changing environment very quickly, and our services will continue to be usable and accessible without interruption. We have an action plan in place, and we implemented specific precautions to promote continuity.

COVID-19 VACCINE

Getting vaccinated prevents severe illness, hospitalizations, and death. COVID vaccinations are widely available. To find a location and to schedule an appointment, go to <https://www.vaccines.gov/> or call 211.

The vaccine will be provided at no cost to city employees on the city health insurance at an in-network provider at 100% (deductible waived) and 70% (subject to deductible) for out-of-network providers.

FACE COVERINGS

The City recognizes the importance of face coverings in controlling the spread of COVID and other respirator illnesses. Wearing masks for employees (regardless of vaccination status) is optional; however, it is still a recommended practice to help protect you and others against the spread of COVID and other respiratory illnesses. Masks shall be worn by employees when entering a business, residence, or other facility on City of Appleton business when requested or required by that business, homeowner, or that facility.

A face covering is generally a cloth, bandana, or other type of material that covers a person's mouth and nose. Both cloth face coverings and disposable face coverings have been provided to all city employees. Employees are welcome and encouraged to obtain and use a face covering of their preference. Employees should contact their supervisor if they will need face coverings. Employees may wear their own face covering if they are professional and in good taste.

To get the most benefits from a face covering:

- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Don't let others wear your face covering.
- Keep it away from machinery that it could get caught in.
- Don't use it if it's damaged or has holes, unless it is the only accessible face covering.
- If using disposable face coverings, do not reuse them, and throw them away in the appropriate trash receptacles.
- Don't lay your face covering on any surface that may contaminate either the covering or the surface.

CONSIDERATIONS FOR LIMITING IN-PERSON INTERACTIONS AND PHYSICAL CONTACT

During increased transmission periods it is strongly encouraged to consider the following:

- Holding fewer in-person meetings and using increased conference calls or video conference calls when appropriate.
- Instructing employees not to use other employees' workspaces or equipment.
- Reviewing guideline for work travel, including client/customer meetings and events, or for meetings/conference; and setting staggered or spaced meal schedules.
- Non-essential work travel should be carefully considered before until further notice. Employees should discuss this with their Department Director.

CLEANING AND DISINFECTING

- Making cleaning supplies/hand sanitizer available to employees. Departments should contact the Director of Parks, Recreation and Facilities to coordinate orders of cleaning and sanitizing supplies.
- Departments are responsible for cleaning/disinfecting the meeting/conference room areas after each use. Departments are also responsible for cleaning/disinfecting any of their shared equipment such as copiers, tools, etc.
- City vehicles shall be cleaned/disinfected after each use by the individual user.
- Employees using cleaning chemicals must either be supplied with or informed of the location of the applicable chemical safety data sheet(s).

PROCEDURES – COVID CLOSE CONTACTS OR COVID POSITIVE DIAGNOSIS

Employees (regardless of vaccination status) should immediately notify their supervisor if they have been notified that they've had an exposure to, have symptoms of, or have had a confirmed Positive COVID-19 Test. Additional information regarding COVID community test sites / home test kits can be found at the end of this guide in the additional resources section. Confidentiality for an employee testing positive for COVID must be maintained.

Isolation and Precautions for People with COVID-19



When to Isolate

Regardless of vaccination status, **you should isolate from others when you have COVID-19. You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have [test](#) results.** If your results are positive, follow the full isolation recommendations below. If your results are negative, you can end your isolation.



IF YOU TEST Negative

You can end your isolation



IF YOU TEST Positive

Follow the full isolation recommendations below

When you have COVID-19, isolation is counted in days, as follows:

If you had no symptoms

- **Day 0 is the day you were tested** (not the day you received your positive test result)
- **Day 1 is the first full day** following the day you were tested
- If you develop symptoms within 10 days of when you were tested, the **clock restarts at day 0 on the day of symptom onset**

If you had symptoms

- **Day 0 of isolation is the day of symptom onset**, regardless of when you tested positive
- **Day 1 is the first full day** after the day your symptoms started



Isolation

If you test positive for COVID-19, stay home for at least 5 days and isolate from others in your home. You are likely most infectious during these first 5 days.

- **Wear a high-quality mask** if you must be around others at home and in public.
- Do not go places where you are unable to wear a mask.
- Do not travel.
- Stay home and separate from others as much as possible.
- Use a separate bathroom, if possible.
- Take steps to [improve ventilation](#) at home, if possible.
- Don't share personal household items, like cups, towels, and utensils.
- Monitor your [symptoms](#). If you have an [emergency warning sign](#) (like trouble breathing), seek emergency medical care immediately.
- Learn more about [what to do if you have COVID-19](#).

After Being Exposed to COVID-19



START PRECAUTIONS
Immediately

Wear a [mask](#) as soon as you find out you were exposed
Start counting from Day 1

- Day 0 is the day of your last exposure to someone with COVID-19
- **Day 1 is the first full day** after your last exposure



CONTINUE PRECAUTIONS
10 Full Days

You can still develop COVID-19 up to 10 days after you have been exposed

Take Precautions

Wear a high-quality [mask](#) or respirator (e.g., N95) any time you are around others inside your home or indoors in public ¹

- Do not go places where you are unable to wear a mask, including travel and public transportation settings.

Take [extra precautions](#) if you will be around people who are [more likely to get very sick from COVID-19](#).

[More about how to protect yourself and others](#) >

Watch for symptoms

- fever (100.4°F or greater)
- cough
- shortness of breath
- [other COVID-19 symptoms](#)

If you develop symptoms

- [isolate immediately](#)
- [get tested](#)
- stay home until you know the result

If your test result is positive, follow the [isolation recommendations](#).



GET TESTED
Day 6

Get tested at least 5 full days after your last exposure

Test even if you don't develop symptoms.

If you already had COVID-19 within the past 90 days, see [specific testing recommendations](#).



IF YOU TEST
Negative

Continue taking precautions through day 10

- Wear a high-quality mask when around others at home and indoors in public

You can still develop COVID-19 up to 10 days after you have been exposed.



IF YOU TEST
Positive

[Isolate immediately](#)

WHAT WE ARE DOING AT THE CITY

- Increasing the frequency and intensity of our cleaning/disinfecting and focusing our efforts in high-touch areas, including restrooms, door handles, railings, and water fountains.
- Providing personal protective equipment when needed.
- Providing resources (sanitation stations, hand sanitizer, signage, informational resources, etc.) in our facilities to reinforce preventative measures that each of us can take to help limit the spread of COVID-19.
- Implementing city-wide procedures for suspected or confirmed COVID-19 cases.
- Asking staff who are not feeling well to stay home.
- Providing training to supervisory personnel on these guidelines and resources.
- Installing barriers at services points and between some workstations.
- Upgrading air filtration systems at many city facilities designed to capture and destroy viral particles, including the coronavirus.

WE ASK THAT EVERYONE

- Consider getting vaccinated if not already vaccinated.
- Stay home when sick regardless of vaccination status. Inform your supervisor immediately.
- Wash hands frequently and thoroughly for at least 20 seconds with soap and water or use hand sanitizer in the absence of soap and water.
- Consider wearing a face covering when the 6-foot social distancing cannot be maintained, in common areas.
- Cover your sneeze or cough with a tissue or your elbow to shield others from your respiratory droplets.
- Do not shake hands or engage in any unnecessary physical contact. A wave or nod are all friendly alternatives to shaking hands.
- If you feel sick or experience COVID symptoms at work, report to your supervisor and go home. The CDC's COVID-19 symptom checker can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Consider contacting your health care provider if you develop COVID-19 symptoms, including fever, cough or difficulty breathing.
- Our actions and activities we are involved in outside of work are just as important. We encourage employees and their family members to limit their level of risk of exposure to COVID-19.
- After you have ended isolation, when you are feeling better (no fever without the use of fever-reducing medications and symptoms improving), wear your mask through day 10. OR if you have access to antigen tests, you should consider using them. With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10.
- The health and well-being of our all employees is our most important consideration in returning to work. If you have questions or concerns, please don't hesitate to reach out to your supervisor, Deputy Director, Director or Human Resources for assistance. Don't assume someone already knows about a situation. Any employee feeling anxious about the COVID-19 situation can contact the City's Employee Assistance Program. Information on this program can be found at the end of this resource guide.

ADDITIONAL RESOURCES (RELEVANT WEBSITES AND POSTERS)

- Center for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Safely Using and Disposing Gloves: <https://www.youtube.com/watch?v=ZMPBFfruy6Q>
- How to Wear Face Coverings with Loops: <https://www.youtube.com/watch?v=NLJVYpZfbCs>
- How to Wear Face Coverings with Ties: https://www.youtube.com/watch?v=70BW0cPDX_8
- Proper Handwashing: <https://www.youtube.com/watch?v=KeUoyUjZEt8&t=13s>
- COVID Testing Resources:
 - Free at-home COVID-19 tests <https://www.covid.gov/tests>
 - ThedaCare:
 - <https://doineedacovid19test.com/>
 - Note: results using this testing option may take a few days.
 - Employees can also call or log onto their “myThedaCare” account and scheduled an appointment at one of the ThedaCare testing sites for rapid results.
 - Wisconsin Department of Health Services: <https://www.dhs.wisconsin.gov/covid-19/testing.htm>
 - NOTE: Certain tests (e.g., home test kits or rapid test kits) may not be a covered expense and will be paid by the employee.
 - Other testing options: <https://www.dhs.wisconsin.gov/covid-19/community-testing.htm>
 - COVID-19 Self Tests: <https://www.cdc.gov/coronavirus/2019-ncov/testing/self-testing.html>
- COVID-19 Symptom Checker:
 - Theda Care: <https://my.thedacare.org/MyChart/Authentication/Login?>
 - DHS: <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm>

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316438A 05/18/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How do I self-monitor?

- **Measure your temperature twice a day, once in the morning and once at night.** If you don't have a thermometer, watch for symptoms of fever like feeling hot, chills, or sweats.
- **Watch for cough or difficulty breathing.**
- **Respond to your local health department.** They may ask you for information about how you are feeling. If they do, they will tell you how to provide this information (for example, phone calls, emails, text message) and how often.



If you develop fever, cough, have difficulty breathing, or any other symptoms of COVID-19*:



1. **Contact your doctor.** Tell them your symptoms and see if you need medical care or testing. Do not go to your doctor's office without contacting them first.
2. **Stay home unless you need emergency medical attention.** Isolate yourself from others in your home, practice good hand hygiene, sanitize surfaces in your home, and wear a face covering if you need to be around other people. If you need emergency medical attention, call 911 and let them know that you are being monitored for COVID-19.

*Other COVID-19 symptoms may include sore throat, runny nose, muscle pain, headache, new loss of sense of taste or smell. Some people may also experience fatigue or gastrointestinal symptoms such as nausea, vomiting, diarrhea, or abdominal pain.



Need help sorting it out?

Your Employee Assistance Program can show you how. Our counseling, self-improvement tools and solutions for everyday issues can help you be your best, at home and at work. The services are free, confidential and available all day, every day to you and your household members. We can help you get it together.

Here when you need us.

Call: 844-393-4982

TTY: 800.697.0353

App: GuidanceNowSM

Online: guidanceresources.com

Web ID: CityofAppleton