

Stop the Spread – State Government Edition – Employee/Supervisor Guidance Summary (Updated 4/16/2021)

The Wisconsin State Government continues to apply COVID-19-related workplace policies in terms of the number of employees at the worksite, social distancing requirements, personal protective equipment, cleaning standards, travel restrictions, etc. The information below summarizes policies and guidance currently in effect. The information is based on guidance from the U.S. Centers for Disease Control and Prevention (CDC), the Wisconsin Department of Health Services (DHS), and other sources as of the date published.

The State recognizes that the COVID-19 pandemic continues to have a considerable impact on our employees and their families. As such, telecommuting is encouraged where feasible and appropriate based on each agency's unique needs. Supervisors are also strongly encouraged to provide flexibility for employees' work schedules and/or support other accommodations to the maximum extent possible. These expectations regarding telecommuting will be in place through July 4, 2021.

Beginning May 5, 2021, general office space occupancy shall be limited, if operationally feasible, to no more than 25% of pre-pandemic levels. Agency heads may grant exceptions to the capacity limit for non-general office space and those locations where the agency determines that the delivery of services necessitates a higher occupancy rate.

The updated capacity guidelines will allow employees who are fully vaccinated and others who desire to work in person to do so from their regular work site. The capacity guideline is the maximum number of workers that may be present at any given time. Telecommuting remains strongly encouraged until there is sufficient vaccine for all employees. DOA is working closely with DHS and will adjust the capacity guideline as the COVID-19 disease incidence decreases and Wisconsin's vaccination rates continue to accelerate. We are hopeful that capacity limits will continue to increase over the coming months. For planning purposes, agencies can anticipate an increase in maximum capacity to 50% of pre-pandemic levels on June 1, with the goal of resuming normal office operations on July 5, 2021. These targets are subject to change depending on the rate of vaccinations and COVID-19 disease activity levels.

Agencies are required to post in main building entrances and on their websites updated lists of services that will be offered in person and virtually at each location. Additionally, DOA will work with agencies to manage building entrances, exits, elevators, stairwells, and the overall building flow to accommodate an increasing number of individuals in state buildings.

Transition Planning. Agencies preparing for the transition to normal operations should develop transition plans that build upon the positive changes that have occurred during the last year. Agency planning efforts should consider ways to improve customer service, decrease operational costs, and grow employee satisfaction and engagement. Agencies considering an update to their agency telecommuting plans should do so, in consultation with their human resources representative, with a plan to implement changes by July 5, 2021.

Physical Distancing. Physical distancing, of six feet apart, is required. In-person meetings, training, and conferences (except those activities related to public health/public safety/national security) are limited to a maximum of 350 individuals provided six feet of physical distancing can be maintained. Coworkers working in the same building should not share food.

Agencies should, to the greatest extent feasible, offer citizen services online or virtually.

Face Coverings. As a safety condition, all individuals, including both state employees and members of the public, should properly wear face coverings while in state facilities.

Except as otherwise noted below, state employees are required to properly wear face coverings both while they are in state facilities as well as while they are in other enclosed buildings while on state business. Members of the public will

be asked to properly wear face coverings while in state facilities. This direction applies to all state facilities throughout the State of Wisconsin regardless of the physical distance between individuals or the number of people present. This includes while waiting to enter a facility, cubicles, offices, conference rooms, elevators, stairwells, kitchenettes, bathrooms, hallways, and corridors.

Additionally, face coverings are strongly recommended for all individuals when outdoors on state-managed property in situations when it is not possible to maintain six feet of physical distancing.

- Employees who are unable to wear face coverings due to medical or mental health conditions or disability should notify their supervisor or human resources representative for assistance in requesting accommodation. Additionally, human resources may exclude certain positions from the indoor face coverings requirement if the covering would create a health or safety risk due to the duties of the position.
- Agencies will have a supply of appropriate face coverings available for employees and members of the public doing business with the state. Employees are also permitted to wear their own clean, work-appropriate face coverings.
- Face coverings may be removed when eating, drinking, communicating with someone who is deaf or hard of hearing, and when communication cannot be achieved through other means, to confirm identity if requested, or if in an enclosed space where no other person is present.
- Employees who choose to disclose their vaccine status and are fully vaccinated may meet with other fully vaccinated employees indoors without wearing face coverings or physical distancing, so long as all such employees in the meeting are comfortable doing so. Note: *Employees are considered “vaccinated” if they have completed their vaccine series (two doses for Pfizer and Moderna vaccine; one dose for Janssen/Johnson & Johnson vaccine) and at least two weeks have passed since their final dose.*
- Employees who have concerns regarding face-covering compliance are encouraged to discuss their concerns with their supervisor or human resources.

VACCINATION. Employees are strongly encouraged to receive the COVID-19 vaccine. Employees are encouraged to register and schedule a vaccine using the [Wisconsin COVID-19 Vaccine Registry](#). The Wisconsin COVID-19 Vaccine Registry allows Wisconsin residents to register for and schedule COVID-19 vaccinations at state-sponsored vaccination clinics across the state. Additionally, there are several places you may go to get your COVID-19 vaccine such as:

- Your doctor or health care provider,
- Pharmacies,
- Community-based vaccination clinics, and
- On-site vaccination clinics.

Additional information about how to locate a vaccine can be found [here](#).

Travel. Travel is limited to essential travel for which no virtual option exists and may occur anywhere in the United States. Employees traveling by motor vehicle should ride alone in vehicles where operationally feasible. Employees who normally have multiple employees in the vehicle due to safety or work standards should follow their agency-specific protocols when traveling. If more than one unvaccinated person is in the vehicle, all occupants must wear masks. Upon arrival at the worksite and prior to departing, employees should wash their hands as recommended. Employees who travel for work do not need to quarantine because of their travel.

Personnel. The hiring freeze and suspension of the discretionary merit compensation program will continue through July 4, 2021. All other programs will continue to operate consistent with state law, administrative code, and DOA guidance.