

**Suggestions for Implementing Social Distancing and Protecting Against COVID-19 Infection
For School District Employees Performing Essential Functions**

Current [Safer at Home](#) Emergency Order #12 must be followed. Maintaining social or physical distancing is critical. Whenever possible, maintain a distance of at least 6 feet from others.

To further mitigate the spread of COVID-19 the Wisconsin Department of Health Services recommends:

- Employees who are asymptomatic and have no knowledge of being exposed to someone with COVID-19 can attend work unless they have a possible [travel exposure](#). For employees who have been exposed the Wisconsin Department of Health Services, Division of Public Health (DPH), currently recommends that persons who have been identified as a close contact of a confirmed or suspected COVID-19 case be quarantined at home for a period of 14 days from the date of last contact with the ill individual. <https://www.dhs.wisconsin.gov/covid-19/employers.htm>
- Perform a workflow audit that removes instances of employees being within 6 feet of each other.
- Stagger schedules to limit the number of people congregating in an area at the same time, for example:
 - Staggered shifts and work hours.
 - Staggered use of shared spaces, including bathrooms, break rooms and lunchrooms.
 - Staggered facility entry and exit procedures.
- Do not require a health care provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work.
- Public health officials will only contact school districts about positive cases among their employees or students if there is a concern about compliance with isolation requirements or if there is a risk that other employees or others were exposed and needs the cooperation of the school district to locate those individuals. Public health does not routinely contact school districts when the risk to other employees or others is low.
- If an employee shares that they have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and not share anything about the employee's illness with other staff members.
- If a school employee becomes ill at work immediately isolate that individual. Move potentially infectious people to a location away from workers, customers, and other visitors. Send employee home as soon as possible.
- It is a local decision at this time if employees are recommended or required to wear masks while at work. **Wearing a mask** might prevent an asymptomatic individual from spreading COVID-19. It should not be assumed that facemask will offer full protection against infecting others or becoming infected yourself. See current CDC guidance on the use of masks outside of the home. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- It is a local decision if essential employees self monitor their own temperature, or if they are monitored by a school health professional wearing appropriate personal protective equipment.

Travel-related work restrictions.

- At this time, school districts are encouraged to enact policies to restrict work-related travel for staff to reduce potential exposure to COVID-19.
- See DHS [guidance on travel related restrictions](#).

When can a recovering COVID-19 patient return to work?

- In all cases, employees should follow the guidance of their health care provider and local health department. The decision to stop home isolation should be made in consultation with their health care provider and state and local health departments. Local decisions depend on local circumstances. More information is available on the [CDC website](#).

Suggestions for what can be done to prevent or slow the spread of COVID-19 in schools.

- Place informational posters in prominent areas. CDC has developed a number of communication materials available in various languages, for employers to use. For example:
 - Post the [Stop the Spread of Germs](#) poster where it would be visible to the public or to employees, such as near the entrance, in public or employee bathrooms, in the employee break room.
 - Post the steps for proper handwashing in areas with sinks.
 - Post the Symptoms of Coronavirus Disease 2019, and the [Stay Home When You Are Sick!](#) posters in areas where employees are likely to see them.
- Provide tissues and no-touch disposal receptacles for use by employees and customers.
- Instruct employees to [clean their hands often](#) with an alcohol-based hand sanitizer or wash their hands with soap and water for at least 20 seconds.
- Advise employees to avoid touching their eyes, nose, and mouth with unwashed hands.
- Provide soap and water and alcohol-based hand rubs in the workplace to encourage hand hygiene. Ensure that adequate supplies are maintained.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Whenever possible, maintain a distance of at least 6 feet from others.
- Clean and disinfect frequently touched surfaces daily. See the [CDC COVID-19 Disinfection Guidance](#).

Encourage employees who have been exposed to a person with COVID-19 to stay home from work and self-monitor.

- DHS recommends that employees who are told they have a medium or high-risk exposure should be excluded from work for 14 days during which they should monitor for symptoms and/or fever.



COVID-19 SCHOOL EMPLOYEE INFECTION CONTROL MEASURES

School district employees are to monitor for the following symptoms: fever ($>100.4^{\circ}\text{F}$) AND/OR respiratory symptoms (for example, cough, and shortness of breath).

DO NOT REPORT TO WORK IF YOU HAVE FEVER ($>100.4^{\circ}\text{F}$) AND/OR RESPIRATORY SYMPTOMS (COUGH, SHORTNESS OF BREATH).

Stay home and do not come to work until you are free of fever ($>100.4^{\circ}\text{F}$) AND/OR respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine AND seven days have passed since symptoms first appeared. Employees should notify their supervisor and stay home if they are sick.