



Summary of MPS COVID-19 Response Protocols Related to Staff and Other Workers

August 18, 2020

Milwaukee Public Schools is committed to protecting the health and safety of its employees. To support this effort, the below protocols have been established. These protocols are subject to change upon guidance from the City of Milwaukee Health Department and the Centers for Disease Control and Prevention (CDC).

Scenario	Reporting Protocol	Exclusion from the Workplace Protocol	Staff Notification Protocol	Environmental Response Protocol
Employee in contact with someone who was exposed to COVID-19	No reporting required. Encourage employee to monitor health for symptoms.	Not required.	Not required.	No enhanced cleaning measures need to be implemented.
Employee in CLOSE contact with person diagnosed with COVID-19	Employee to notify supervisor immediately and provide appropriate documentation from the health department. Supervisor, in turn, to notify their superior and Employment Relations at (414) 475-8280 for next steps.**	In consultation with Employment Relations, employee is to follow health department instructions regarding any quarantine/isolation activities. Employee to monitor health for symptoms. Appropriate release from the health department must be furnished in order to return to work. Remote work options, emergency paid sick leave, and FMLA Leave must be discussed.	Supervisor to consult with Employment Relations to determine appropriate notification to staff. Confidentiality must be maintained.	Supervisor to coordinate with the Building Operations Manager at (414) 283-4789 for the implementation of enhanced cleaning of employee's workspace and equipment used by employee.
Employee reports to work with COVID-19 symptoms or calls in sick with COVID-19 symptoms***	Employee to notify supervisor immediately. Supervisor, in turn, to notify their superior and Employment Relations for next steps.*	In consultation with Employment Relations, employee (if at work) should be directed to go home. Employee not to return to work until the following is met: 24 hours fever free (without fever reducing medication) and displaying no other symptoms AND at least 10 days have passed since symptoms first appeared OR negative test result is obtained OR acceptable fitness for duty medical documentation is obtained from a health provider. Remote work options, emergency paid sick leave, and FMLA Leave must be discussed.	Supervisor to ask employee regarding activities and movements in the building in the last 48 hours for building cleaning purposes. Confidentiality must be maintained.	Supervisor to coordinate with the Building Operations Manager the implementation of enhanced cleaning of employee's work space and equipment used by employee.
Employee has tested positive for COVID-19	Employee to notify supervisor immediately and provide appropriate documentation from the health department. Supervisor, in turn, to notify Employment Relations for next steps. Employment Relations to contact the Milwaukee Health Department and any other appropriate health departments.*	In consultation with Employment Relations, employee is to follow health department instructions regarding any quarantine/isolation activities. Appropriate release from the health department must be furnished in order to return to work. Remote work options, emergency paid sick leave, and FMLA Leave must be discussed.	Supervisor to work with Employment Relations to identify activities and movements of employee in the building 48 hours prior to onset of symptoms or date of positive test for building cleaning purposes. Co-workers found to be in close contact with employee will be contacted by the health department regarding their exposure and provided guidance on appropriate next steps. Other co-workers that have shared work space and others as appropriate will be notified. Confidentiality must be maintained.	Evacuate/section off (if possible) any area in which the employee was present for 15 minutes or more starting from the 48 hours prior to the onset of symptoms of date of positive test. Supervisor to immediately contact the Building Operations Manager to initiate enhanced cleaning protocol.

Close contact is defined as living in the same household or working or interacting with someone within 6 feet for a prolonged period of time (15 minutes or more).

**Incident is to be reported up through the line of supervision.

***Symptoms include one Tier 1 symptom (cough; shortness of breath/difficulty breathing; or fever/chills) or more than one Tier 2 symptoms (fatigue; muscle/body aches; headache; sore throat; new lost of taste or smell; congestion or runny nose; nausea or vomiting; diarrhea).