



Western Upper Peninsula Health Department

EMPLOYEE VACATION AND TRAVEL GUIDANCE

Revised: May 22, 2020

All employees of Western U.P. Health Department are considered essential health care workers in times of emergency. In the event of a public health emergency, having a well work staff is at an even greater need, and your position may be assigned to any job needed inside or outside Western U.P. Health Department.

Under normal circumstances, it is important to remember that vacation requests may be denied or retroactively changed to meet the needs of the agency. Changing how we handle vacation and travel plans during the pandemic is going to be very important for on-going operations. All business travel outside of the 5-county region has already been discontinued. Essential business travel within the 5-county region is limited to an as needed basis. In an effort to ensure the health and safety of employees and the communities that the health department serves, Western U.P. Health Department is now discouraging non-essential, non-business travel to mitigate risks.

If you have vacation or general travel plans outside of the area within the next few weeks or months, please note the following has been implemented until further notice:

- Report your vacation plans, including location of travel to your supervisor, two (2) or more weeks in advance. Be aware that you may be asked to reschedule or cancel your vacation, if operational circumstances warrant.
- Travel for essential errands to meet basic needs like grocery shopping, getting takeout food, banking, getting gas, and going to the doctor or pharmacy, should be limited to your local community.
- If it is necessary to go outside your local community to meet basic needs, report your plans to your supervisor as soon as possible prior to the start of travel. Your supervisor will conduct a risk assessment based on your position, the reason for travel, where you are traveling, how long you will be gone, and how the travel will impact your return to work. Be aware that you may be asked to reschedule or cancel your travel plans, if operational circumstances warrant.
- While traveling, employees should limit public interactions, practice strict social-distancing, and self-monitor for symptoms consistent with COVID-19. Face coverings that cover the nose and mouth, such as a homemade cloth mask, bandana or scarf must be worn in public.

- Employees who participate in large gatherings (indoor or outdoor) where social distancing cannot be practiced (within 6 feet of others) should expect to be placed under self-quarantine for 14 days and self-monitor for symptoms consistent with COVID-19. A return to work date can be discussed with management if symptoms do not develop during the 14-day isolation period.
- If you plan to travel out of the local or regional area (U.P., northern Wisconsin border counties), or via airplane for international or domestic travel, expect to be placed under self-quarantine for 14 days on your return to the area, and self-monitor for symptoms consistent with COVID-19. If you have not developed symptoms during the 14-day isolation period, contact your supervisor and discuss a return to work date.
- If following travel, symptoms of COVID-19 develop during the 14-day isolation period, inform the health department, and contact a health care professional. COVID-19 symptoms may appear in as few as two days or as long as 14 days after exposure to the virus. Symptoms include fever, cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell. Other less common symptoms include gastrointestinal problems like nausea, diarrhea, and vomiting.

Discontinuation of Home Isolation

Persons with COVID-19 symptoms that were directed to care for themselves at home may discontinue home isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery – defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 10 days have passed since symptoms first appeared.

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

While there may be more guidance to come, Western U.P. Health Department is taking the precautions outlined above now to be proactive in protecting our staff and the community we serve.

Cathryn Beer, MPA, Health Officer/Administrator

Date

Effective: 3/21/2020

Revised: 4/26/2020, 5/22/2020