



## MEMORANDUM

**DATE:** February 28, 2022

**TO:** Fort Atkinson City Council and Management Team

**FROM:** Rebecca Houseman LeMire, City Manager

**RE:** COVID-19 Exposure, Illness, and Vaccination Policy Update #6

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### A. PURPOSE

The purpose of this memorandum is to provide a clear policy and guidance for the City Council and City Management Team relating to COVID-19 exposure, illness, and vaccinations. Specifically, this policy has been updated to address the [February 25, 2022 guidance from the Centers for Disease Control and Prevention \(CDC\)](#) and the declaration of Jefferson County as a [“Low Community Transmission”](#) County as of February 24, 2022.

This document is effective on the date signed below. The City acknowledges and recognizes its role in setting a positive example and modeling safe behavior to the public relating to wearing masks, washing hands, and other measures meant to prevent the spread of COVID-19.

### B. DEFINITIONS AND GUIDELINES

*Employee:* for the purposes of this guidance, the term “Employee” refers to all City employees, including full-time, part-time, and seasonal staff, elected or appointed officials, contracted employees, and invited visitors to City facilities.

*Employee’s Family Members:* individuals who reside with an Employee and live as a family unit.

*City Facilities:* City facilities include City-owned and operated buildings, vehicles, structures, park shelters, and any other location where Employees perform City-related work.

*Fully vaccinated:* for the purposes of this guidance, people are considered fully vaccinated for COVID-19 two or more weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) and for the following six (6) months, or two or more weeks after they have received a single dose vaccine (Johnson and Johnson (J&J/Janssen)) and for the following two (2) months; and/or have received a COVID-19 vaccine booster.

*Public:* persons who are not Employees or Employee’s Family Members as defined above.

*COVID-19 Symptoms (this list is not exhaustive or all-inclusive):* Fever, fatigue, dry cough, loss of appetite, body aches, shortness of breath, mucus or phlegm, sore throat, headache, chills, sometimes with shaking, loss of smell or taste, congestion or runny nose, nausea or vomiting,

diarrhea. Emergency symptoms include trouble breathing, constant pain or pressure in the chest, bluish lips or face, or sudden confusion.

*Exposure to COVID-19:* Exposure to COVID-19 is defined as having been in close contact (within six feet) of someone who has been diagnosed with COVID-19 for 15 or more minutes over a 24-hour period. The timeframe for exposure includes the period of time of 48 hours before the individual became symptomatic. The City has adopted the [CDC's recommendations relating to isolation and quarantining](#) after exposure as outlined below.

*Isolation:* Isolation relates to behavior after a confirmed infection. Employees are required to isolate after testing positive for COVID-19, subject to the following:

- All Employees, regardless of vaccination status, must stay home for five (5) days from the initial positive test.
- If an Employee has no symptoms or the symptoms are resolving after five (5) days, the Employee may return to work and must continue to wear a face covering around others for five (5) additional days.
- If the Employee's fever or other symptoms remain after the initial five-day isolation, the Employee must continue to stay home until symptoms resolve.

*Quarantine:* Quarantine refers to the time following an exposure to the virus or close contact with someone known to have COVID-19. Employees are required to quarantine if the Employee was exposed to someone with COVID-19 and under the following circumstances:

- If the Employee has received a booster, or completed the primary series of Pfizer or Moderna vaccine within the last six (6) months, or completed the primary series of J&J vaccine within the last two (2) months; then:
  - Wear a mask around others for 10 days.
  - Test on day 5 after exposure, if possible.
  - If symptoms develop, test and remain home.
- If the Employee completed the primary series of Pfizer or Moderna vaccine over six (6) months ago and is not boosted, or completed the primary series of J&J over two (2) months ago and is not boosted, or is unvaccinated; then:
  - Stay home for five (5) days. After that continue to wear a mask around others for an additional five (5) days.
  - If you are unable to quarantine, you must wear a mask around others for 10 days.
  - Test on day 5 after exposure, if possible.
  - If symptoms develop, test and remain home.

### **C. ADDITIONAL GUIDANCE**

1. Employees who are not able to work from a City facility due to exposure or illness and whose job does not support working from an alternative location, such as one's home, must take paid time off such as sick leave, vacation time, personal time, or earned compensatory time. Employees who are not able to work from a City facility, but who can work from home, are permitted to work from home for the duration of the quarantine.

2. Employees who are hospitalized or diagnosed with a serious health condition relating to COVID-19, or who are caring for family members who have been hospitalized with severe COVID-19 may apply for Family Medical Leave Act (FMLA) if eligible. Employees are encouraged to fill this unpaid time with sick leave, vacation, personal time, or earned compensatory time.

#### **D. VACCINATION GUIDELINES**

Employees and eligible Employees' Family Members are strongly encouraged to obtain a COVID-19 vaccine through their primary care physician, a local pharmacy, or County Health Department and obtain a booster when appropriate. The City does not require Employees to obtain a COVID-19 vaccine. The City does not require a copy of a vaccine card or passport for employment. However, the City values honesty and integrity. Any Employee found to have been dishonest about obtaining a vaccine, being fully vaccinated, being exposed to COVID-19, or testing positive for COVID-19 may be subject to disciplinary action as outlined in the Employee Handbook (updated January 2021).

#### **E. FACE COVERINGS**

Wearing masks or appropriate face coverings is optional, but encouraged, for Employees and members of the public while conducting business indoors at all City facilities. Employees and members of the public are strongly encouraged to wear masks or appropriate face coverings if individuals are unvaccinated or immunocompromised. Employees and members of the public who are subject to isolation or quarantine as outlined elsewhere in this policy are required to wear face masks or appropriate face coverings when conducting business indoors at all City facilities. Employees and members of the public shall adhere to any federal, state, local, tribal, or territorial laws, rules, and regulations relating to face coverings.

#### **F. CONDUCT OF MEETINGS**

Large group meetings involving members of the public are encouraged to be conducted through a hybrid model using Zoom or other teleconference or videoconference platform to accommodate individuals' comfort levels. This portion of the guidance may be re-evaluated as needed.

Effective this 28<sup>th</sup> day of February, 2022.

*Rebecca Houseman LeMire*

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Rebecca Houseman LeMire, City Manager