



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

EMERGENCY POLICY – COVID-19

August 2, 2021

The Village of Shorewood is responsible for maintaining a host of operations during all times of crisis and emergency to the best of its ability. If all staff is out sick, our public service systems could be compromised. The Village is implementing the following policy immediately to help prevent the spread of infection rate of COVID-19 until otherwise noticed. These actions are in effect until the Village determines there is no longer a need.

Employee Pay and Requested Leave

1. Employees who choose not to report to work out of fear of getting the virus or showing extra precaution for a variety of reasons will be asked to use vacation, personal, or compensatory time in order to be paid or can elect unpaid leave status once all previous accrual banks are used and request in advance to the Village Manager's Office and supervisor. Employees must stay in daily contact with their supervisor about their status and potential return date.
2. Should the Village Manager determine the need to close a public building, department heads will identify which staff need to work onsite or have the flexibility to work at home. Employees may be required to work from home as long as they are healthy enough to do so and their position, responsibilities, and resources at home allow them to do so. Should a building close, some employees will be unable to complete their work remotely and all types of compensation for unworked time will be considered including the Adverse weather and emergency closing leave policy.
3. If an employee must take a leave of absence to care for their own minor children in the event of school/daycare closures, those employees will be required to use vacation, personal, compensatory and sick leave (only if the child is sick with documentation) for the absence, to be used in the order listed. Leave will still need to be approved through the employee's supervisor.
4. COVID-19 may be an FMLA or Wisconsin medical leave qualifying medical condition. FMLA or state leave will be followed as described in the Employee Manual. Medical certification or North Shore Health Department documentation will be required as follows:
 - a. If an employee be required to quarantine, the employee will be required to follow FMLA procedures, submitting the required paperwork with accompanied doctor verification.
 - b. If an employee is advised by a certified health department or health professional to self-quarantine, the individual will follow FMLA procedures, submit required paperwork and the need to quarantine will be verified by the North Shore Health Department.
 - c. If an employee is approved to take unpaid leave and that leave does not qualify for FMLA, the Village will continue to pay the employer contribution of premiums during an unpaid leave due to a pandemic declared emergency, as if the employee were not on leave. However, employees must reimburse the Village for Village paid employee required premium contributions paid on their behalf during that leave. Likewise, the Village will continue to pay the employer contribution of premiums during a paid leave and employee contributions will continue to be deducted from and an employee's pay.
5. Vacation requests remain subject to supervisor approval. Per the CDC the Village will no longer require a 14-day quarantine should employees travel domestically within the United States. However, international and cruise

travel may result in a 7-day self-quarantine per CDC advisement unless an employee shows proof of being fully vaccinated. Fully vaccinated employees do not require self-quarantining but shall still monitor symptoms upon returning. Employees are strongly urged to use proper PPE equipment and execute social distancing measures recommended by the CDC and NSHD whenever possible. Sick leave used for COVID testing, vaccinations and self-quarantining during the effective time period of this policy will not affect the sick leave incentive provision of the Personnel Manual.

Village and Department Operations

The Centers of Disease Control and Prevention (CDC) came out with a [recommendation on July 27](#) stating fully vaccinated people shall also wear a mask in public indoor settings in areas of [substantial or high transmission](#) due to the B.1.617.2 (Delta) variant. Milwaukee County is currently rated a substantial level of transmission.

Both the Wisconsin Department of Health Services as well as our North Shore Health Department support the CDC's recommendation for mask coverings for those vaccinated. As a result, the Village will be requesting all community members to wear a mask covering when entering a Village-owned building starting Monday, August 2.

This means Village staff will be requested to wear face coverings when indoors, specifically in areas that are either public traffic areas or within six feet of another person. All public buildings must have signs requesting community members to wear a face covering when entering the building.

Department heads will have the discretion to implement appropriate safety measures to assure their employees are safe while providing services to the public. Unless a department head and/or a governing body (i.e. Village Board, Library Board) implements specialized protocols and regulations for their employees and work/public spaces, all departments should follow current policies and procedures. Any questions related to implementing safety measures can be directed to the Village Manager's Office.