

COVID-19 Workplace Information

University Housing is committed to supporting and promoting the well-being of employees working on campus. In order for University Housing to be successful in maintaining the health and well-being of its employees, residents, and guests, it is an expectation that all employees, including student employees, do their part to support the following objectives.

Training

Prior to returning to the workplace, all employees, including student employees, will need to complete the [COVID-19 Return to On-Site Work Training](#).

This training will provide employees with important information regarding the return to the workplace in a manner which protects the health and safety of our co-workers, students and visitors. This training will cover information included [in the COVID-19 Workplace Safety Policy](#). Employees who violate this policy and/or associated policies/protocols may be subject to disciplinary action, up to and including termination of employment.

Note, as governmental agencies such as the CDC update their information, tools, and resources, this training may also be updated. Employees may take an initial version of the training and then be informed there are updates of which the employee needs to be aware and will need to re-take an updated version of the training. Employees will be informed if this occurs.

Physical Distancing

Increasing the physical distance between individuals reduces the risk of airborne transmission of COVID-19, which is considered to be the primary route of exposure. Make every effort for maintaining 6 feet (1.8 meters) from others in the workplace, including hallways, stairwells, and elevators.

Hygiene

Frequent handwashing/sanitizing is a simple but effective way to reduce the risk of viral transmission.

Face Coverings/Masks

According to the [Campus Public Health Protocols and Safety Plan](#), all employees are required to wear either a reusable cloth face covering or a single-use disposable mask while present in any Campus building, University vehicles, campus buses, and outdoor spaces where maintaining physical distance is not possible. The university will provide all employees with reusable cloth face coverings. In the meantime, employees may use their own cloth face coverings, or may request single-use disposable masks from their supervisor. Please be aware that certain work environments may dictate what type of face covering is appropriate and supervisors will communicate that.

Employees are not required to wear a reusable cloth face covering or a single-use disposable mask while outside in campus spaces at this time unless it is not possible to maintain proper physical distancing. However, they may be worn outside if preferred.

The use of a reusable cloth face covering, or a single-use disposable mask is meant to supplement, not replace physical distancing, good hygiene and self-monitoring for COVID-19 symptoms which remain the most effective measures to reduce the spread of the virus in the workplace. The use of a reusable cloth face covering, or a single-use disposable mask does not make it acceptable for employees to come to work if they are having symptoms. Doing so increases the chances of spreading illness in the workplace.

Cleaning Protocols

Each Divisional unit is responsible for the regular cleaning and disinfection of its work areas, tools, and equipment. All employees are expected to keep their workspaces clean and follow instructions given on cleaning/sanitizing from supervisors.

Symptom Monitoring

Employees and volunteers working on campus are expected to self-monitor for COVID-19 symptoms each day before reporting to work and they are not to report to work if they have any symptoms commonly associated with COVID-19. UW-Madison has provided the campus community a [self-guided tool](#) on monitoring symptoms to assist with this assessment. These symptoms include:

- Cough (new onset or worsening of chronic cough)
- Shortness of breath or difficulty breathing
- Fever (≥ 100.4 F)
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Runny nose
- Fatigue
- Sore throat
- Congestion
- Nausea or vomiting
- Diarrhea

If an employee develops symptoms while at work, they should leave the workplace and notify their supervisor or divisional Human Resources (hr@housing.wisc.edu) that they are leaving. Individuals with these symptoms or combinations of symptoms may have COVID-19 and they are strongly encouraged to contact their healthcare provider for medical guidance regarding care and testing. Additional reporting requirements may also exist if the student is living in the residence halls.

For more information on campus protocols for symptoms, visit the [UW-Madison Smart Restart website](#).

Individuals with symptoms may not return to the workplace until the following conditions are met:

- The employee has had no fever for at least 24 hours (that is, 1 full day of no fever without the use of medicine that reduces fevers) **AND**

- Symptoms, including any respiratory symptoms have improved (for example, cough or shortness of breath have improved) **AND**
- At least 10 days have passed since their symptoms first appeared

Any changes to these requirements must be reviewed/approved by Environmental & Occupational Health (EOH) and UHS and will be communicated to all employees.

To be clear, faculty, staff, and other community members are not to report to the workplace with any of the above identified symptoms.

University Housing Mandatory Testing Program

All University Housing employees, including student employees, who are working on-site in Residence Halls Facilities, Dining and Culinary Services, Residence Life and University Apartments will be required to participate in a mandatory COVID-19 testing program. All Housing residents (who live in residence halls) are automatically enrolled via their living location. Off campus student employees will be enrolled based on where they work. Participation in this program is a condition of continued employment. Employees will be informed by their supervisor or Human Resources of their participation in the program.

As part of this program:

- Employees will be tested once every two weeks
- Employees will be assigned a testing day
- Testing takes place in paid status, as scheduled with your work unit. Student employees who are enrolled in the mandatory testing program, due to living in the Residence Halls, will be scheduled through Residence Life, versus their employing work locations.
- Test results will be returned via the MyUHS portal within MyUW
- A positive test result must be reported to University Housing Human Resources

Employees will receive more detailed information about the Testing Program from their supervisors.

Reporting

Employees who have a positive COVID-19 test result are encouraged to report their positive COVID-19 test result to University Housing Human Resources at hr@housing.wisc.edu. If you did not receive your test result through University Health Services (UHS), you are also encouraged to report your result to UHS, at:

- Send an email to covidresults@wisc.edu or
- Call (608) 890-0000 (you may be instructed to leave a message) or
- Submit an online form within MyUHS under “Messages” and select “COVID-19 Outside Result Reporting”

Employees who have a positive COVID-19 test result should isolate immediately and not report to the workplace. Employees should notify their supervisor of their absence via the unit call in procedure as normal. Employees do not need to disclose their positive test result.

Additional reporting requirements may also exist if the student is living in the residence halls.

Positive test results are strongly encouraged to be reported in order to support the state, county, and campus efforts around contact tracing. [According to the CDC, contact tracing is part of a multipronged approach to fight the COVID-19 pandemic.](#)

For more information on campus protocols for COVID-19 positive reporting, visit the [UW-Madison Smart Restart website.](#)

Personal Responsibility When Sick or Feeling Sick and for Public Health

All employees must stay away from the workplace if they have tested positive for COVID-19, are experiencing symptoms of COVID-19, or have been exposed to COVID-19 (identified contact) until released to return to work.

Individuals who have tested positive for COVID-19 or who experience symptoms commonly associated with COVID-19 should follow [campus safety guidance](#). Questions on this may be directed to University Housing Human Resources (hr@housing.wisc.edu).

1. Individuals who have tested positive or are experiencing symptoms of COVID-19 must:

1. Stay away from the workplace until
 - i. They have been fever-free for 24 hours; and
 - ii. Their symptoms have improved; and
 - iii. It has been at least 10 days since their symptom onset/date of positive test result
 - iv. If the person had no symptoms, they may return 10 days after they were tested
2. Notify their supervisor through the standard procedures of their work unit that they are unable to report to work, taking care to not share any specific medical or health information with their supervisor. If employees need to share any specific medical or health information, employees should contact their divisional disability representative.
3. Notify and consult with Housing Human Resources about their leave options.
4. If the positive test results did not come from an employee's regular healthcare provider, the employee is strongly encouraged to consult their regular healthcare provider for medical advice and guidance about care and isolation information. Additionally, employees who did not get tested through University Health Services (UHS) are encouraged to report their positive test results to UHS via the contact information under the "Reporting" section above.

2. Individuals who have been exposed to someone with COVID-19 will be contacted by official contact tracers at UHS or Public Health and must:

- a. Stay away from the workplace and follow guidance given by tracer for quarantining.
- b. Notify their supervisor they are not reporting to work because they were exposed or in close contact with someone with COVID-19.
- c. Contact our Housing HR office with questions about leave or other options if they need to quarantine, or eventually isolate.
- d. Strongly encouraged to consult with their personal healthcare provider for medical advice and guidance around care, testing, and quarantine information. [The Wisconsin DHS offers detailed and specific advice here.](#)

- e. If you are not contacted by a contact tracer, then this means you have not been deemed an exposure, and you should continue to self-monitor for symptoms.

Questions regarding any of this information or workplace expectations may be directed to University Housing Human Resources at hr@housing.wisc.edu.