



## **Infectious Disease Control Policy – UPDATED 3/27/2023**

United Community Center will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the United Community Center during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

United Community Center is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

### **Preventing the Spread of Infection in the Workplace**

United Community Center will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. Administration will monitor and coordinate events around an infectious disease outbreak, as well as create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Alcohol-based hand sanitizers are installed throughout the UCC buildings and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### **Face Masks:**

The use of face masks while in UCC schools, Early Learning buildings (ELA, Burnham Campus, & Guadalupe South), Elderly Program buildings, and the Human Services building is optional.

**\*\*UCC reserves the right to ask employees about their vaccination status and ask for proof of vaccination to maintain a safe environment for everyone.\*\***



## **Displaying COVID-19 Symptoms – ALL Employees/Students**

Regardless of vaccination status, if you are displaying COVID-19 symptoms, you should notify your supervisor, stay home, and get tested immediately. If you test negative, notify your supervisor and you will be allowed to return to work/school. Please be sure to provide proof of your negative test result. If you test positive, UCC reserves the right to request an antigen or PCR test conducted by a healthcare provider to confirm a COVID-19 Diagnosis. A positive result from an at home test may not be acceptable as proof for an employee to remain home for the five-day isolation period. Please consult HR or your supervisor.

## **Testing Positive for COVID-19 – ALL Employees/Students**

Should you test positive for COVID-19, regardless of your vaccination status, you will be required to isolate for 5 days after your first day of symptoms\* or 5 days after your test date if you are asymptomatic. If your symptoms have resolved after 5 days, you are able to return to work/school on Day 6. You will be required to wear a mask for an additional 5 days around others. You should not report to work/school or be in any building on the UCC campus during your isolation. Please notify your supervisor immediately in order for them to begin the proper processes. You will be required to use your personal/vacation days during the isolation period. Please speak directly with your supervisor to accommodate this request.

\*First day of symptoms is considered Day Zero.

### **5 Day Isolation Period**

Please note that the shortened 5-day isolation period only applies when an individual's COVID-19 symptoms are almost gone or have completely resolved by Day 5. If an individual is still experiencing symptoms (such as headaches, body aches, or fever) on Day 5, they should continue to stay home until their health improves and keep the supervisor and HR updated.

## **Exposure to COVID-19 – ALL Employees/Students**

If you have a known exposure to someone with COVID-19, you aren't required to quarantine, but you should monitor for symptoms. While the CDC recommends you wear a mask, it will be optional. You are not required to get tested.

If you start to develop symptoms after being exposed, you will be required to get tested and won't be allowed to return to work/school, unless you have a negative test result. Please provide proof of your negative test result. If you test positive, you will need to isolate for 5 days from the start of your symptoms\*. You will be allowed to return to work/school on Day 6.



\*First day of symptoms is considered Day Zero.

### **International, Domestic, and Cruise Travel**

If you travel outside of the state of Wisconsin, UCC is **NOT** requiring you to quarantine, regardless of vaccination status. You will be allowed to return to work/school after you return, as long as you do not have any symptoms and you believe you haven't been exposed to anyone with COVID-19. While it is still recommended you get tested for COVID-19 3-5 days after you return, it will not be required for you to return to work/school.

### **Developing COVID-19 Symptoms after Travel**

Should you develop symptoms after traveling, you should stay home and get tested immediately, regardless of whether you are vaccinated or not. Please notify your Supervisor and/or Human Resources. You must present a negative test result in order to return to work/school.

If you test positive for COVID-19, notify your supervisor and/or Human Resources immediately and continue to stay home. You will need to isolate for 5 days from the first day of symptoms\* or 5 days from the test date if you are asymptomatic. You will be allowed to return to work/school on Day 6.

\*First day of symptoms is considered Day Zero.

### **COVID19- Investigation process for Employees with Positive COVID-19 test**

This protocol should be consistently applied to all UCC employees, regardless of ethnicity, national origin, or travel history, in order to reduce the risk of discrimination claims. For remote workers, the analysis should be based on their job duties or other similar considerations.

If we are made aware of an employee who has tested positive for COVID-19, the Supervisor must immediately complete the following tasks:

1. Communicate to the Department Director and Human Resources Director via email that you have an employee that has tested positive for COVID-19.
2. Communicate to Maintenance Supervisor via email that you have had a COVID-19 positive test so they can coordinate a thorough cleaning of the area.
3. **If anyone other than the supervisor is aware of the results, the supervisor shall communicate to those individuals that they must keep the name and condition confidential.**



**Disclosure**

The actual identity of the employees shall not under any circumstances be disclosed. Non- identifying information may be provided to appropriate officials in the event of confirmed case.



## **United Community Center Schools COVID-19 Guidelines**

**Updated 3/27/2023**

The COVID-19 guidelines for the UCC schools are listed below. Keep in mind that schools within the City of Milwaukee have been given more discretion to develop their protocols this school year. Therefore, the UCC Schools' list of guidelines may vary from other schools in Milwaukee. The leadership's goal was to offer a safe environment with reasonable parameters considering the CDC's guidance, that also balances need for students to be in school and access to the vaccine. Be assured, information will be reviewed and guidelines may be adjusted, if/when needed during the school year.

### **Student guidelines include:**

- Masks are optional.
- Regular hand washing/sanitizing.
- Vaccinations encouraged.
- Parents/family members must keep students' home if they are ill.

### **Staff guidelines include:**

- Masks are optional.
- Vaccination(s) is/are strongly recommended.
- Regular hand washing/sanitizing.
- Make safe and smart choices during personal time on evenings and weekends to avoid contracting an illness.
- Communicate efficiently with the Human Resource Office if you have tested positive with COVID or been identified as a close contact.

### **Parents and Guest guidelines include:**

- Presence in the buildings will be determined by the building administrator.

As we continue the "mask optional" phase of the pandemic, it is kindly requested that we respect an individual's choice to wear, or not wear, a mask. Parents, please have a conversation with your child(ren) about your expectation to wear or not wear a mask during the school day, since teachers and staff will not be able or expected to monitor if a student is or isn't wearing a mask.



Isolation and individual masking due to positive tests will still be required after reviewing the circumstances. Please be aware that adjustments to the face mask policy might still be made based on CDC recommendations, the local health department, as well as a classroom or school's data.

School prevention strategies remain in place with active upgraded air flow unit systems (installed 2020-21 school year) and regular cleaning. Know that your assistance with supporting the guidelines is appreciated. We are confident that our united efforts will keep everyone safe and healthy.

Many thanks for your support!