

Aspirus Emergency System Wide Policy COVID-19

Employee Travel Under Stay at Home Orders

Approved 03.31.2020 10:00

Outline:

1. All employees are expected to comply with Wisconsin's and Michigan's "stay-at-home" orders which, among other things, prohibits travel unless specifically permitted in the orders.
2. If an employee fails to follow the "stay-at-home" order for their state and/or does not follow the definition of essential travel as defined by the order, the employee is required to notify his or her supervisor who will remove the employee from the schedule immediately.
3. If the employee is removed from the schedule for failing to follow the "stay-at-home" orders, the employee will be quarantined for a minimum of 7 days without pay.
4. The employee will follow Aspirus' COVID-19 self-monitoring and quarantine processes in effect.
5. The employee will report any COVID-like symptoms to Employee Health as per policy. Employee will not be permitted to return to work until cleared by Employee Health.

6. Essential travel definition:
 - a. Any travel related to the provision of or access to Essential Activities, Special Situations, Essential Governmental Functions, Essential Businesses and Operations, or Minimum Basic Operations.
 - b. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
 - c. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, or any other related services.
 - d. Travel to return to a place of residence from outside the jurisdiction.
 - e. Travel required by law enforcement or court order, including to transport children pursuant to a custody agreement.
 - f. Travel required for non-residents to return to their place of residence outside Wisconsin or Michigan. Individuals are strongly encouraged to verify that their transportation out of Wisconsin or Michigan remains available and functional prior to commencing such travel.

Policy Reviewed and Renewed by Emergency Operations Center (EOC) 04/10/2020 15:00

Policy Reviewed and Renewed by Emergency Operations Center (EOC) 05/07/2020 16:00