



DEPARTMENT OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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WIAR-AVN

04 November 2020

MEMORANDUM FOR DEPARTMENT OF MILITARY AFFAIRS

SUBJECT: COVID-19 Protective Procedures and Workplace Requirements

1. COVID-19 continues to be a threat to all personnel. Through continued dedication and perseverance we can keep ourselves protected and preserve the force. With no vaccine currently available, our best protections come from the precautionary measures we take to slow or eliminate the spread of the disease. I urge you and your family members to take the same safety precautions such as wearing a mask and social distancing on your free time as you do in the workplace.

2. COVID-19 workplace protective procedures and requirements:

a. Masks must be worn at all times in WING facilities whether you are within 6 feet of another individual or not. Supervisors must enforce mask wearing compliance within their areas by enforcement of standards and an emphasis on safety. The only instance when wearing of masks is not mandatory is when alone in an enclosed office; this does not include cubicles, work bays, shop floors, etc.

Definition of enclosed office: A cubicle, plexiglas, or other dividing material does not create an enclosed office unless the material reaches the floor and the ceiling with closed walls.

b. Social distancing of at least six feet must be maintained unless necessary for mission accomplishment or it is not possible.

c. Lunch and break times should be staggered when possible. Social distancing will be maintained during lunch and break times while in WING facilities.

d. Supervisors are responsible to enforce these protective measures. Any issues related to compliance with COVID-19 protective measures may be addressed to your HR department. Federal employee and Active Guard Reserve (AGR) POC is Ms. Stacy Otwaska at 608-242-3707 or stacy.i.otwaska.civ@mail.mil. State employee POC is Ms. Stacie Meyer at 608-242-3163 or stacie.meyer1@wisconsin.gov.

e. Any federal individual (T5/T32/MDAY/Drill Status Guardsman) who believes they contracted COVID-19 due to workplace exposure should file an Office of Workers' Compensation program (OWCP) claim.

3. Updated Center for Disease Control (CDC) Guidance:

A positive exposure is when an individual was within 6 feet of an infected person for a total of 15 minutes (cumulative or continuous) or more over a 24-hour period starting from 2 days before illness onset or for asymptomatic, 2 days prior to testing. The WING State Surgeon has adjusted the definition of positive exposure and this does not apply when ALL members considered in the above statement are ALL wearing appropriate face masks or face coverings for the full duration of interactions.

4. Reporting requirements: Supervisors of an employee with a positive test for COVID-19 must fill out a Serious Incident Report (SIR) and submit the completed form to the Joint Operation Center (JOC) at ng.wi.wiarng.list.joc-routine-staff@mail.mil.

a. Military Service Member (MDAY/Drill Status Guardsman): Service Member's military chain of command is responsible for completion and submittal of the SIR.

b. Military Service Member and Fulltime WING or DMA Employee (T5/T32/State employee): Service Member's military chain of command is responsible for completion and submittal of the SIR.

c. T5 National Guard or State Employee (non-service member): Civilian employee's fulltime supervisor is responsible for the completion and submittal of the SIR.

5. The point of contact for this memorandum is MAJ Randall Ramm at 608-242-3141 or randall.r.ramm.mil@mail.mil



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The Adjutant General