Memo

TO: Bad River Employees  
FROM: Mike Wiggins Jr., Executive Director
CC: Dr. Adrienne Laverdure, Medical Director  
     Michelle Doster, Bad River Public Health Manager
DATE: January 24, 2022
SUBJECT: Updated ESP Guidance

1. ESP leave will only be allowed for:
   a. Employees who are under orders to isolate due to having contracted COVID-19 via a confirmative test or under orders to quarantine due to having a confirmed close contact with someone who has COVID-19.
   b. Individuals MUST show proof of being fully vaccinated to be eligible to receive ESP leave.

2. Remote work will be allowed for:
   a. Employees who are isolated or quarantined because of public health safety orders.
      i. Isolation is when you test positive for COVID-19.
      ii. Quarantine is when you are identified as having close contact with someone like a co-worker or member of your family who has tested positive with COVID-19.

3. Employees will be allowed:
   a. To work remotely while quarantined if it is feasibility possible to do so given the employee’s tasks/duties or if other work can be signed to them while working remotely as determined by their immediate Supervisor/Department Head.
      i. Employees working remotely will provide an activity log to their Department Head and/or Supervisor at the end of each work week, (end of business on Friday).
      ii. Activity logs must be provided to Human Resources if requested.

4. Department Heads will be allowed to:
   a. Approve ESP leave submitted via TMS.
   b. Verify employees are isolated and/or quarantined by requesting verification from employees.
      i. Acceptable verification must include:
         1. A medical note from a healthcare provider or Public Health with the employee’s anticipated return date to work.
         2. The medical note must state the employee has been identified as an individual requiring isolation/quarantine due to association with laboratory-confirmed COVID-19.

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<tr>
<th>Important Contact Information</th>
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Questions regarding this memo, please contact your Department Head. Miigwech for doing your part to help keep our communities safe. We are all in this together.