



## Administrative Practices Manual

**Subject: Air Quality**

### 1. General

Air pollution can cause serious health effects. As Climate Change causes more frequent and more severe weather events, the County finds it necessary to issue these guidelines in order to limit employee's exposure to harmful air pollution. Employee health and safety is important to Dane County.

### 2. Conditions

When the National Weather Service issues an Air Quality Alert or the Air Quality Index (AQI) for fine particles (2.5 microns across or smaller, PM<sub>2.5</sub>) reaches 151 or greater – a level labeled “Unhealthy” – all Departments should take measures to limit employee exposure. The Department of Administration shall notify Departments when the AQI for PM<sub>2.5</sub> reaches 151 or greater.

### 3. Possible Measures

Upon the issuance of an Air Quality Alert as described in item #2, Departments should determine the best measures to limit employee exposure. Such measures may include any of the following, but Departments ultimately have the flexibility to determine what works best for their Department.

- a. Suspend or delay any non-essential outdoor activities to the greatest extent possible. Only necessary outdoor activities should continue. County Departments should determine which activities are necessary. Departments can and should make adjustments to an employees work location, work schedule, or work assignment.
- b. When outdoor activities are necessary, Departments should:
  - i. Implement Engineering Controls. Examples include providing enclosed structures or vehicles for employees to work in where the air is filtered.
  - ii. Limit employee exposure and provide additional rest periods.
  - iii. Communicate symptoms to employees and instruct employees experiencing symptoms to move indoors. Possible symptoms include: coughing, shortness of breath, palpitations, or unusual fatigue.
  - iv. Provide respiratory protection, such as disposable filtering respirators, to be used on a voluntary basis. Examples of appropriate respirators include: N-95, KN-95, N-99, N-100, R-95, P-95, P-99, or P-100.

### 4. Leave Available

- a. When the AQI for PM<sub>2.5</sub> exceeds 151, in consultation with the Department of Administration, County Departments may allow employees who work outdoors not to report to work, if the employee feels their safety is at risk. In these circumstances, the County would waive the attendance policy.
- b. If the Department permits an employee not to report to work, the Employee shall use benefited leave time available to the employee. No new leave would be provided for these circumstances.
- c. Employees may not use Emergency COVID-19 Leave for these circumstances.

### 5. Areas Exempt

- a. This policy does not apply to any employee working indoors.
- b. This policy does not apply to any employee working from home under a telecommuting agreement. Employees working from home should close all windows and run air conditioning and air filtration, if available.