

## IDAHO MILITARY DIVISION STATE EMPLOYEE RETURN TO WORK GUIDANCE

(This guidance is effective August 11, 2020; changes are identified in red)

As the spike in COVID-19 cases increase, it is important we all understand our responsibilities for staying healthy and limiting our risk of exposure inside and outside of the workplace. Additionally, should an employee have a known exposure or test positive for COVID-19, Return to Work guidance is necessary to ensure the safety of all employees.

### COVID SAFETY PRECAUTIONS

- Employees who have **symptoms** ([Click Here](#)) should remain at home, and immediately notify their supervisor and IMD's COVID-19 HOTLINE (1-888-252-3285).
- Sick employees should follow **Centers for Disease Control & Prevention (CDC)-recommended steps**. ([Click Here](#))
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and IMD's COVID-19 HOTLINE (1-888-252-3285), and follow **CDC-recommended precautions**. ([Click Here](#))

### RETURN TO WORK

Employees who **may** have been exposed, have been exposed, or have a positive COVID-19 test should not return to work until the **criteria to discontinue home isolation** ([Click Here](#)) are met.

#### Exposed to COVID-19

If you have been exposed (within 6 feet for more than 15 minutes) to someone with COVID-19:

- Stay home for 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times.
- Self-monitor for symptoms.
- Check temperature twice a day.
- Watch for fever, cough, shortness of breath or other **symptoms** ([Click Here](#)) of COVID-19.
- Avoid contact with people at higher risk for severe illness from COVID-19.
- Follow **CDC-recommended steps** ([Click Here](#)) if symptoms develop.

#### Confirmed or suspected COVID-19

Options to discontinue self-isolation include a symptom-based strategy (i.e., time-since-illness-onset and time-since-recovery), or a test-based strategy (consult with IMD's COVID-19 HOTLINE, 1-888-252-3285, for applicable testing standards).

*Symptom-based strategy.* Individuals with COVID-19 who have symptoms and were directed to self-isolate/ self-monitor at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed since symptoms first appeared.

## **Positive COVID-19 test with NO symptoms and under self-isolation.**

Options to discontinue self-isolation include a time-based strategy, or a test-based strategy (consult with IMD's COVID-19 HOTLINE, [1-888-252-3285](tel:1-888-252-3285), for applicable testing standards).

Time-based strategy. Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue self-isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If symptoms develop, then the symptom-based or test-based strategy should be used.

## **TRAVEL**

Work Travel. As some parts of the country are beginning to open back up after COVID-19 shutdowns, in person conferences, seminars and the like are now being scheduled. IMD supports training and networking opportunities, however, at this time, out-of-state travel should be limited to essential travel only.

COVID-19 cases are rapidly increasing across the country, with numerous “hot spots” regularly identified. Any considerations for work related out-of-state travel should also add-in the likelihood of a 14-day quarantine upon return to the state. If you feel you have an essential travel request, work with your supervisor to determine if other options might be available and, if not, how a prolonged absence from your regular duty location might affect your work group.

Should an IMD employee find it necessary to travel for work into a “hot spot”, the employee will be required to self-quarantine for 14 days upon return to the Idaho. Employees should plan to telecommute (telework) while self-quarantined. An approved telework agreement must be in place prior to telework. Employees and supervisors should follow the IMD Telework Program policy, including the required signed documents, and the development of tasks and responsibilities while telecommuting. See the IMD Telework Program policy (IDNG 51) [here](#).

Personal Travel. Many locations around the country are experiencing spikes in COVID-19 cases. When on personal travel, be aware of the COVID-19 status of your travel location and/or destination. A number of states are limiting travel from Idaho due to our extreme spike in cases, and are requiring a 14-day quarantine upon your arrival from Idaho. Conversely, should you choose to visit an area that is experiencing a spike in COVID-19 cases, it may be necessary to complete a 14-day self-quarantine upon your return to Idaho.

As recommended by the CDC, out of country and cruise ship travel should be deferred. Any IMD State employee participating in voluntary out of country or cruise ship travel will be required to self-quarantine for 14 days upon return to Idaho.

Self-quarantine time due to voluntary personal travel will be considered personal leave (vacation) unless alternative telework arrangements are agreed upon and approved by the supervisor in advance of travel.

Employees required to self-quarantine upon returning from voluntary personal travel are generally ineligible for leave benefits provided under the Families First Coronavirus Response Act (FFCRA) and Emergency Paid Sick Leave Act (EPSLA). Consult with Human Resources for consideration on a case-by-case basis.

Should telecommuting be necessary, an approved telework agreement must be in place prior to telecommuting. Employees and supervisors should follow the IMD Telework Program policy, including the required signed documents, and the development of tasks and responsibilities while telecommuting. See the IMD Telework Program policy (IDNG 51) [here](#).

### **IMD COVID-19 HOTLINE (1-888-252-3285)**

Operating hours are 24/7. Calls outside of 0700-1700, Monday–Friday, are automatically forwarded and will ring 10-12 times before being answered.

### **Idaho Military Division personnel (state, federal and military) should call the IMD COVID-19 Hotline under any of the following circumstances:**

- If you have been exposed to an individual that tested positive, or have tested positive for COVID-19.
- If you are feeling COVID-19 symptoms (fever, cough, shortness of breath, etc.).
- If you have questions about COVID-19 quarantine procedures due to potential exposures.
- If you are hospitalized from COVID symptoms.
- If you have other COVID-19 related concerns.

### **Supervisors**

An infected employee's privacy must be protected to the greatest extent possible and their identity should not be disclosed. Management should share only that information determined to be necessary to protect the health of the employees in the workplace but maintain confidentiality.

Contact the IMD COVID-19 Hotline regarding known/possible exposure within the workforce/workplace.

Notify Human Resources (*POCs below*) when a State employee tests positive for COVID-19 and/or is required to quarantine/self-isolate. HRO will prepare notifications of possible workplace exposure as necessary, and will advise supervisors regarding telework and/or available leave options.

Human Resources will validate with the IMD COVID-19 Hotline, employee eligibility for leave benefits provided under the Families First Coronavirus Response Act (FFCRA) and Emergency Paid Sick Leave Act (EPSLA), and the allowable dates for use of such leave.

### **Human Resources**

Human Resource POCs are Paula Edmiston, HR Manager, at (208) 801-4270 or [pedmiston@imd.idaho.gov](mailto:pedmiston@imd.idaho.gov) and Mary Ann McCool, HR Specialist – Employee Relations, at (208) 801-4271 or [mmccool@imd.idaho.gov](mailto:mmccool@imd.idaho.gov).

In addition to this guidance, please see “A Guide for the State of Idaho Workforce – Return to Work and Stay Healthy” ([Click Here](#)) guidance for additional information.

### **TAKING PERSONAL RESPONSIBILITY FOR SUCCESS OF REOPENING**

In the event that an employee does not comply with these guidelines, supervisors should meet with the employee as soon as possible to discuss their concern. Consult with Human Resources if the matter cannot be resolved. Employees should understand that if they do not comply with the guidelines outlined herein, they may be subject to corrective or disciplinary action.