

IDAHO MILITARY DIVISION STATE EMPLOYEE WORK, TELECOMMUTING, LEAVE, TIME CODING, AND TRAVEL GUIDANCE

(This guidance is effective April 1, 2020;
Significant changes throughout require full review)

On March 13, 2020, Governor Brad Little proclaimed a state of emergency in response to the 2019 Novel Coronavirus (COVID-19). On 25 March, 2020, the Governor signed an extreme emergency declaration and issued a statewide 21-day Stay-Home Order for all of Idaho. This guidance is applicable to all **State employees** in the Idaho Military Division. This guidance expires when the state of emergency is no longer in affect. Approval for this guidance is delegated down to the Assistant Adjutant General Army, Assistant Adjutant General Air, Director Idaho Office of Emergency Management, Director of Human Resources, Director Idaho Youth ChalleNGe, and the Adjutant General's Executive Officer. This guidance may be delegated down further by the agency leaders listed above, as appropriate.

Guidance contained within this document is subject to change. Consult with the Human Resources Office State Personnel Branch (HRO-SPB) to ensure accurate application of guidance and policy.

GENERAL WORKFORCE GUIDANCE

Idaho Military Division/Idaho National Guard senior leadership is taking all of the following additional mitigating factors into consideration. As the COVID-19 situation continues to develop, additional information will be distributed.

- Ensure contact information for employees is assembled and up to date;
- Determine whether alternative work schedules are applicable, and how best to utilize the variety of types of schedules available to continue operations;

Temporary Waiver Granted for Temporary State Appointments not-to-exceed 1385 hours.

At the discretion of the employing organization, benefitted Temporary State appointees may exceed 1385 hours in the current calendar year, program funds permitting.

Appointment time limitations for non-benefitted Temporary State appointees (not to exceed 19.5 hours per week or 4.9 months) remain restricted.

The temporary waiver will terminate not later than 31 December 2020, unless terminated earlier or extended.

Governor Little's Executive Order and Budget Memo, effective March 27, 2020, instituted the following fiscal measures:

- Hiring Freeze: The hiring freeze applies to all IMD state positions, regardless of availability or source of funds. Exceptions to announce and/or fill "essential positions" must be pre-approved by the Administrators of the Division of Human Resources (DHR) and the Division of Financial Management (DFM). Requests for exception will be coordinated through HRO.

- Employee Compensation: No IMD employee will be granted an increase in compensation without the prior approval of DHR and DFM. This includes promotions, temporary pay increases, reclassifications and other salary actions.
- Paid Administrative Leave: No IMD employee will be authorized paid administrative leave without the prior approval of DHR and DFM.
- Purchasing/Contracting: Limit purchasing to essential, time-sensitive needs. Do not “stock up” on supplies, pre-purchase travel, and/or make significant capital outlay purchases at the end of the fiscal year. Do not to engage in contracting activities aimed exclusively at obligating appropriated funding.

“Stay at Home” Order Issued March 25, 2020

The below information summarizes the Idaho Division of Human Resources (DHR) memorandum, **Guidance Regarding Essential Government Services**, dated 26 March 2020. https://dhr.idaho.gov/wp-content/uploads/2020/COVID-19/EssentialGovernmentServicesGuidance_3.26.2020.pdf

In accordance with the March 25, 2020 Order to Self-Isolate for the State of Idaho (“Stay at Home”), “all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others working for or to support Essential Businesses” are “categorically exempt” from the Order. The Order further states, “nothing in this order shall prohibit any individual from performing or accessing ‘Essential Government Functions.’”

- **“Essential Government Functions** means all services needed to ensure the continuing operation of local, state, federal, or tribal government agencies and provide for the health, safety and welfare of the public. All Essential Government Functions shall be performed in compliance with Social Distancing Requirements, as defined in Section 8.j. of the order, to the extent possible.”

For State of Idaho executive branch entities, this means all state government functions shall continue to be performed in accordance with the March 25, 2020 Order, which states the following:

- All individuals anywhere in the State of Idaho are to stay at home – except for certain essential activities and work to provide essential business and government services or perform essential public infrastructure construction, including housing.
- Under any of the limited circumstances in which individuals are allowed to interact in person outside their residence, the Director [of the Department of Health and Welfare] orders individuals to abide by the following requirements:
 - Maintain at least six feet from other individuals, wash hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer, cover coughs or sneezes, and not shake hands;
 - For people with medical conditions, regardless of age, that put them at higher risk of serious complications should the contract COVID-19, and other than health care workers and other essential providers, avoid leaving their homes to the extent possible;

- No individual who is sick may go to the workplace or be outside the home except as necessary to seek [or] receive medical care in accordance with guidance from public health officials.

Using the above guidelines, agencies need to identify staff that can telecommute as much as possible while still ensuring all essential services remain available and identify which staff will report to their workstation utilizing social distancing requirements.

Employees who are deemed as essential by their agency or who are non-essential but permitted to telecommute are expected to report to work as scheduled unless on sick or other form of approved and accrued leave. Failure to do so may result in disciplinary action up to and including dismissal.

RESTRICTIONS FROM WORKING

All employees should use their best judgment to stay home if they feel ill in general, and exploring telecommute options is encouraged.

An agency should **not** prohibit any employee from reporting to work unless:

- A public health official, health services provider, medical provider, or other regulatory entity (i.e., Health and Human Services, Center for Medicaid and Medicare Services, Department of Health and Welfare, local public health districts, etc.) has determined their presence in the workplace poses a health risk or risk of infection to others;

OR,

- The agency has consulted with the Division of Human Resources (DHR) and is given authorization to place the employee on paid administrative leave.

If a public health official, health services provider, medical provider, or other regulatory entity (i.e., Health and Human Services, Center for Medicaid and Medicare Services, Department of Health and Welfare, local public health districts, etc.) has not made such a determination but there is evidence or a reasonable concern that an employee is physically unable to perform his or her job (for example, an employee has returned from an affected region with an articulable exposure), the supervisor should express general concern regarding the employee's health and remind the employee of his or her leave options for seeking medical attention. If an employee does not elect to go home, supervisors should consult with HRO and legal counsel about appropriate next steps.

Supervisors should refer to CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> for guidance on how to handle employees showing symptoms of illness.

According to this guidance, signs and symptoms are similar to flu-like symptoms which include: cough, fever (100.4 F+), and/or shortness of breath.

COMMUNICATING A CONFIRMED DIAGNOSIS

We all must fight against rumors and false information regarding COVID-19 in Idaho. Please use trusted sources such as <https://coronavirus.idaho.gov/> or <https://www.cdc.gov/coronavirus/2019-ncov/index.html> .

If an employee is tested positive for COVID-19, agencies should work with HRO and legal counsel to develop a communication to the workforce. A communication template will be provided upon request. HRO and agency legal counsel must approve all communications prior to distribution.

An infected employee's privacy must be protected to the greatest extent possible and their identity should not be disclosed. In an outbreak of a communicable disease such as COVID-19, management should share only that information determined to be necessary to protect the health of the employees in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure <https://www.cdc.gov/coronavirus/2019-ncov/hcp/assess-manage-risk.html> .

To determine whether the Family Medical Leave Act (FMLA), American's with Disabilities Act (ADA), Families First Coronavirus Response Act (FFCRA) or Emergency Paid Sick Leave Act (EPSLA) is applicable, consult with HRO.

RETURNING TO THE WORKSITE AFTER COVID-19 LEAVE

Employees should follow the advice of their health care professional and the standards provided by the CDC in determining when it is appropriate to return to work.

Refer to the following CDC Guidance:

- What to Do if You Are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Discontinuation of Self-Isolation: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- Healthcare Discontinuation of Self-Isolation: <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html#confirmed-suspected>

Before an employee returns to work, the employee's supervisor should consult with HRO and legal counsel regarding procedures for requesting administratively acceptable medical documentation in accordance with applicable policies and laws.

Reference the following Public Health Recommendations for People in U.S. Communities Exposed to a Person with Known or Suspected COVID-19, other than Health Workers or Other Critical Infrastructure Workers <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html> for additional information.

Employees who are sick should follow CDC-recommended steps: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> . Employees should not return to work until the criteria to discontinue home isolation <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html> are met in consultation with healthcare providers, state or local health departments.

Employees who are well but who have a sick family member at home diagnosed with COVID-19 should notify their supervisor and follow CDC recommended precautions <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions> to prevent further spread of COVID-19.

TELECOMMUTING (I-TIME CODE: CVR)

Telecommuting (AKA Telework/Teleworking) may be made available to employees as deemed appropriate and necessary by the agency. An employee must obtain written pre-approval from their supervisory chain prior to working from home.

Telecommuting must be requested and pre-approved in accordance with IDNG-51 Telework Program (policy), Telework Program (IDNG-51) - Exceptions for COVID 19 and other applicable Telework guidance found on the HRO website: <https://inghro.idaho.gov/default.htm> .

Telecommuting should be utilized in lieu of other leave options and coded on the employee time sheet as CVR (for tracking telecommuting due to COVID-19). Employees who do not normally submit a timesheet should submit a timesheet for hours worked in a telecommuting capacity during this time (i.e., Executive Exempt employees should code hours worked telecommuting up to 40 in a workweek as CVR).

Telecommuting arrangements can be used to promote social distancing and can be an alternative to the use of accrued leave for an employee who is asymptomatic (does not show symptoms of being ill) or caring for a family member who is asymptomatic. A written understanding must be signed by the employee and the employee's supervisor detailing the work to be performed. The telecommuting arrangements are temporary and subject to change as the COVID-19 situation develops.

Restrictions on telecommuting when there are young children or other persons requiring care and supervision present are waived. A telecommuting employee is expected to account for work and non-work hours and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for children or sick family members).

HRO will maintain a list of State employees approved to Telework. Organizational leaders/supervisors are required to keep HRO informed of changes to approved requests (i.e., cancellations, significant changes in expectations, etc.).

NOTE: When coding CVR (Telecommute), employees cannot code ACT in the same pay period for duty performed at the primary duty location. Instead, code REG for actual time worked at the primary duty location.

LEAVE OPTIONS RELATED TO COVID-19

Families First Coronavirus Response Act

Effective April 1, 2020, employees may be eligible to receive paid leave in accordance with the Families First Coronavirus Response Act (FFCRA).

If eligible, employees can elect to use their accrued leave balances concurrently with FFCRA and Emergency Paid Sick Leave Act (EPSLA) leave; however, they cannot exceed 100% of

their regular rate of pay in doing so. Agencies cannot require employees to use their leave balances prior to or concurrently with FFCRA and EPSLA.

Reference the FFCRA section of this policy for additional information.

Use of Accrued Leave Related to COVID-19

In addition to the reasons specified in agency leave policies, employees may use their accrued leave balances including sick (SIC), vacation (VAC), compensatory time (CPT), on-call earned (OCT) and regular hours held (RHH) if they:

- Are subject to a Federal, State, or local quarantine or isolation order related to COVID-19; OR,
- Have been advised by a health care provider to self-quarantine related to COVID-19; OR,
- Are experiencing COVID-19 symptoms and are seeking a medical diagnosis; OR,
- Are caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19; OR,
- Are caring for an individual that has been advised by a health care provider to self-quarantine because of COVID-19; OR,
- Are caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19;

AND,

- Are unable to work, telecommute or be reassigned.

If an employee claims they are unable to telecommute due to unavailability of childcare, consult with HRO and legal counsel prior to approving or denying the use of accrued leave.

If telecommuting or reassignment is not an available option, the employee may use any available accrued leave balances.

Donated Leave (Vacation and Sick)

An eligible employee may donate accrued vacation or sick leave to another employee to be used as sick leave in accordance with leave donation policies. To receive donated leave, employees must first exhaust all of their accrued leave balances.

Employees may use donated leave (received as sick leave) in accordance with the reasons outlined in the “Use of Accrued Leave Related to COVID-19” section of this guidance if they are unable to telecommute or be reassigned.

Employee leave donations and employee requests for donated leave are coordinated with HRO.

The temporary waiver allowing employees to donate sick leave is subject to change at any time.

Advanced Sick Leave for COVID-19 (I-Time Code: CVS)

Advanced Sick Leave (CVS) is an option available to both benefited and non-benefited State employees specifically due to COVID-19. Advanced Sick Leave provides an advance of up to 80 hours of sick leave to full-time employees (pro-rated for part-time employees based on their average pay period hours during the prior six months).

Employees may be required to repay Advanced Sick Leave using 1) future accrual of sick leave; and/or 2) a deduction from their paycheck equivalent to the amount of Advanced Sick Leave upon separation.

Employees are eligible to use Advanced Sick Leave (CVS) related to COVID-19:

- To supplement paid leave provided by FFCRA or EPSLA up to 100% of their normal rate of pay, if the employee has exhausted all their accrued leave balances (except vacation) AND is unable to telecommute or be reassigned;

OR,

- Any of the reasons listed in the “Use of Accrued Leave Related to COVID-19” section of this guidance;

AND,

- The employee has exhausted all their accrued leave balances (except vacation) AND is unable to telecommute or be reassigned.

Prior to use, employees must complete the Advanced Sick Leave Request and Acknowledgement Form <https://inghro.idaho.gov/default.htm> which sets forth the terms of repayment.

Paid Administrative Leave for COVID-19 (I-Time Code: CVT)

Effective April 1, 2020, full-time employees are eligible for up to 80 hours of paid administrative leave (I-Time code: CVT) (hours are pro-rated for part-time employees based on their average pay period hours during the prior six months) as follows:

- To supplement paid leave provided by FFCRA or EPSLA up to 100% of their normal rate of pay, if the employee has exhausted all their accrued leave balances AND is unable to telecommute or be reassigned.

OR,

- Any of the reasons listed in the “Use of Accrued Leave Related to COVID-19” section of this guidance;

AND,

- The employee has exhausted all their accrued leave balances including Advanced Sick Leave AND is unable to telecommute or be reassigned.

If CVT is approved, employees should only code regularly scheduled work hours on their timesheets.

Leave Without Pay

Supervisors may grant an employee leave without pay for a specified length of time when such leave will not have an adverse effect on the organization/agency. The employee's request for such leave must be in writing and must establish reasonable justification for approval.

Requests for leave without pay which exceed one work week and are not covered by the Family Medical Leave Act (FMLA), require prior consultation with HRO.

Timesheet Coding Guidance

Guidance related to coding timesheets in I-Time due to COVID-19 is located at the end of this document.

FMLA/ADA CONSIDERATIONS

Employees should consult with HRO to determine if the FMLA or ADA apply when addressing concerns related to COVID-19.

Employees with a qualifying health condition under the ADA should consult with their supervisor and HRO to discuss accommodation options.

Families First Coronavirus Response Act

Effective April 1, 2020, congress enacted the Families First Coronavirus Response Act (FFCRA). The FFCRA provides expansions to the Family Medical Leave Act (FMLA), which includes an additional qualifying event, and establishes a new law, the Emergency Paid Sick Leave Act (EPSLA) for qualifying employees. The expansions of the FMLA and the EPSLA expire on December 31, 2020.

A mandatory posting related to the FFCRA expanded rights is available at:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf .

The FFCRA provides the following definitions specific to FMLA related to COVID-19:

- “Covered Employer” means most private sector employers with less than 500 employees and most public sector employers (the State of Idaho as an employer is covered).
- “Eligible Employee” means any employee that has worked for 30 or more days (with possible exceptions for first responders and healthcare providers).
- “Qualifying Event” means an employee who is unable to work (or telework) due to a need for leave to care for a son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a ‘public health emergency.’”
- “Public health emergency” means an emergency with respect to COVID-19 declared by a federal, state or local authority.”

The FFCRA provides the following FMLA benefits to employees who are eligible:

- After 10 days of FMLA leave specifically related to COVID-19, employees receive two-thirds (67%) of their regular rate of pay.

Special Provisions:

- Agencies cannot require employees to use accrued paid leave prior to or concurrently with FFCRA FMLA (with the exception of CVT since it is not an accrued leave).

The FFCRA provides the following definitions specific to EPSLA:

- “Covered Employer” means employers with 500 or fewer employees and most public sector entities (the State of Idaho as an employer is covered).
- “Eligible Employee” means all part-time and full-time employees (with possible exceptions for first responders and healthcare providers).

Employees are eligible to take EPSL who:

- Are subject to a Federal, State, or local quarantine or isolation order related to COVID-19; OR,
- Have been advised by a health care provider to self-quarantine related to COVID-19; OR,
- Are experiencing COVID-19 symptoms and are seeking a medical diagnosis; OR,
- Are caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19; OR,
- Are caring for an individual that has been advised by a health care provider to self-quarantine because of COVID-19; OR,
- Are caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.

The FFCRA provides the following benefits to employees who are eligible:

Amount of Leave Available

- Full-time employees are entitled to up to 80 hours of pay.
- Part-time employees are entitled to up to the average number of hours the employee works over a two week period.
 - Part-time employees who work variable schedules will be based on a six month average or, for employees who did not work the prior six-month period, based the employee’s reasonable expectation of average hours upon hire.

Amount of Pay Received During Leave

- Employees who are sick and are quarantined are entitled to 100 percent of the regular rate of pay they would have earned working normally-scheduled hours up to 80 hours. This is capped at \$511/day and \$5,100 total.

- Employees who are caring for another qualified person are entitled to two-thirds (67%) of their regular rate of pay they would have earned for working normally scheduled hours up to 80 hours. This is capped at \$200/day and \$2,000 total.

Special Provisions:

- Agencies cannot require employees to use accrued paid leave prior to or concurrently with FFCRA FMLA (with the exception of CVT since it is not an accrued leave).

Because this is a new law and further guidance from the U.S. Department of Labor's (DOL) Wage and Hour Division is forthcoming, Agencies must consult with the Division of Human Resources (DHR) and legal counsel on a case-by-case basis, in addition to reviewing the applicable material published on the DOL website. DHR will provide Agencies updated policy and corresponding forms and guidance, as additional information becomes available.

NOTE: Due to the evolving FFCRA and ESPLA guidance, retroactive corrections to employee timesheet coding may be necessary (e.g., leave eligibility determination is delayed).

Business Meetings or Mass Gatherings

Due to the March 25, 2020 Order to Self-Isolate (“Stay at Home”), business meetings or mass gatherings should cease unless they can be conducted by other means. Consider using virtual gatherings (e.g., webinar, video conferencing, live stream, etc.) as a mechanism to minimize the risk of COVID-19 exposure to the general public and vulnerable populations. Section 8(j) of the Stay at Home Order provides social distancing be maintained from other individuals and Section 6 requires “all people in Idaho shall immediately cease hosting or participating in all public and private gatherings... regardless of the number of people involved, except as specifically identified in Section 8.”

Travel Guidance:

The delegated approval authorities identified on page 1 of this guidance are responsible for determining employee Essential Travel in accordance with the “Stay at Home” order issued by the Governor on March 25, 2020.

When determining what is or is not essential travel, several factors should be considered, but not limited to:

- The “Stay at Home” order issued by the Governor;
- If the travel related to the Agency Continuity of Operations Plan (COOP);
- If the destination is one where community spread of COVID-19 is believed to be occurring;
- The mode of travel and if it involves movement through impacted areas identified by the CDC;
- The mission and if it takes the person into a higher exposure situation;
- If there are alternative methods that can still accomplish the mission (e.g., video conference, remote access, etc.).

Please visit the CDC website <https://www.cdc.gov/> for additional information on travel considerations.

The guidance of the State Board of Examiners is to use the most cost-effective and efficient mode, but allows for additional travel costs if it is for a valid business reason such as airline travel insurance. The State Department of Insurance has a current list of authorized travel insurance providers.

ADDITIONAL EMPLOYEE RESOURCES

Office of Group Insurance (OGI) is working diligently to ensure that the state health plan is complying with all federal guidelines for COVID-19 and addressing barriers to care to support social distancing and stay-at-home orders for enrolled members.

Compliance with Federal Coverage Requirements

- COVID -19 testing covered at 100% for all plans;
- COVID-19 office visit, telemedicine, ER, doctors visit and urgent care visits are covered at 100%;
- COVID-19-related tele-visits, office visits by phone or video call, will be covered at 100%;
- These mandates apply to coverage for testing and diagnosis of COVID-19, not treatment.

Telehealth with MDLive

- All MDLive copays and coinsurance will be waived for enrolled members for the remainder of the plan year for any health condition.

Telehealth is an option to address non-emergent healthcare needs without physically visiting a doctor's office. Go to the OGI homepage <https://ogi.idaho.gov/> for instructions on how to download the MDLive app on your mobile device or computer to get started.

Tele-Visits

- COVID-19 related tele-visits, office visits by phone or video call, will be a covered service for all plan types for the remainder of the plan year. Non-COVID-related visits are subject to copay and coinsurance.

Daycare Flex Spending Accounts (FSA)

- IRS rules allow for dependent care FSA contributions to be increased or reduced due to substantial changes in costs of daycare or if daycare is no longer necessary. Employees may submit these changes for the remainder of the plan year by completing an updated enrollment form.

Employees can submit claims electronically on the State Controller's Office (SCO) website by using the "make change to FSA enrollment due to qualifying event" option. All electronic change forms will be followed up by an email from OGI asking for an explanation of the change, so please be sure to include a valid email address that you check often. You may also proactively email your change justification to ogi@adm.idaho.gov.

All other rules and regulations, including the grace period to use Daycare FSA dollars, remain in effect.

Healthcare Flex Spending Accounts (FSA)

- Healthcare FSA regulations remain unchanged. Balances of up to \$500 will be rolled over into the next plan year.

Employee Assistance Program (EAP) has staff on hand to assist with workplace concerns. Visit <https://ogi.idaho.gov/counseling/> for more information. GuidanceResources® is Idaho's online EAP platform that provides access to timely, expert information on thousands of topics, including the coronavirus. Visit the web address above and use ID: SOIEAP, and type "coronavirus" in the search bar. To login, visit <https://www.guidanceresources.com/groWeb/login/login.xhtml>

ADDITIONAL COVID-19 GUIDANCE AND RESOURCES:

Governor's Office Guidance Documents

- [Statewide Stay-Home Order](#) – March 25, 2020
- [Idaho Adopts Latest Federal Guidance, Press Release](#) – March 18, 2020
- [Governor's Opinion](#) – March 17, 2020
- [Additional Press Releases](#)

Division of Human Resources (DHR) Guidance Documents

[Statewide Policy](#) – March 31, 2020

[Guidance Regarding Essential Government Services](#) – March 26, 2020

[Guidance Memo](#) – March 6, 2020

Temporary Rules/Rule Waivers

[Rule 250 Amendment](#) – Adopted March 25, 2020

[Rule Waivers \(150.04.01.122.01, 15.04.01.240.01, 15.04.01.240.06\)](#) – March 31, 2020

Frequently Asked Questions

[Update March 22, 2020](#)

Communication Templates/Samples

[2019 Novel Coronavirus Work Expectations Template](#)

[Essential Employee Sample Letter](#)

[Employee Communication for an Agency with a Positive COVID-19 Test](#)

[Sample: Poster Notifying of Closure to Public](#)

[Template: Poster Notifying of Closure to Public](#)

Resources with Tips for Teleworking Success

ITS – [How To Documents including "Working from Home" and "Preparing to take your computer home, transporting it, and setting it up"](#)

KnowBe4 – [Practicing Cybersecurity When Working from Home](#)

Governing – <https://www.governing.com/now/Working-from-Home-Ten-Tips-for-Staying-Productive.html>

Harvard Business Review – <https://hbr.org/2020/03/a-guide-for-working-from-home-parents>
MLive Video (1:18) – https://www.youtube.com/watch?v=oA-X_bPefs
Harvard Business Review Video (3:09) – <https://www.youtube.com/watch?v=WqZiBugq4ts>
Today Video (2:43) – <https://www.youtube.com/watch?v=ln8L8adeGKI>

Resources to Successfully Manage Telework

Washington State –
https://ofm.wa.gov/sites/default/files/public/facilities/MWE/managing_mobile_employees.pdf
TeleWork.Gov – <https://www.telework.gov/federal-community/telework-employees/telework-basics/>
Pennsylvania State – <https://www.oa.pa.gov/telework/Pages/default.aspx>
California State – <https://www.calhr.ca.gov/employees/Pages/telework-policy.aspx>
Running Remote Video (21:07) – <https://www.youtube.com/watch?v=KLDSokWCbFY>

Additional Resources

[Official State of Idaho Novel Coronavirus Website](#)
[DOL – Required to Post Families First Coronavirus Response Act Poster](#)
[DHW – Should You Get Tested Infographic](#)
[DHW – Interim Guidance for Isolation](#)
[CDC – Risk Assessment Guidance](#)
[CDC – “Stop the Spread of Germs” Poster](#)
[Health Matters – Well-Being Resources \(COVID-19\)](#)
[MD Live – Telehealth Access for State Employees](#)
[EAP – Guidance Resources for State Employees](#)
[EAP – Guidance Resources via Mobile App for State Employees](#)

Point of contact for this guidance is Paula Edmiston, IMD Human Resource Manager, 208-801-4270, pedmiston@imd.idaho.gov.

Please submit your questions/inquiries via email whenever possible. HRO-SPB will be minimally staffed throughout the duration of the Governor’s Statewide Stay Home Order. Email communication will allow the most efficient use of time in addressing both individual and organizational questions/concerns that may be applicable to the greater IMD State workforce.

This document will be updated as new information/guidance is received.

Leave Codes Available Related to COVID-19

Note: In cases where an employee or their family member is not actually ill, agencies should first determine if an employee is able to telecommute prior to providing paid leave.

I-Time Code	Description	Appropriate Use(s)
GENERAL LEAVE CODES		
SIC	Pulls from an employee's <u>available Sick leave balance</u> .	<p>An employee who <u>chooses</u> to:</p> <ul style="list-style-type: none"> ● Self-monitor or self-isolate due to potential exposure; OR, ● Provide care for a family member due to potential exposure; OR, ● Care for minor age children due to school and/or day care closure. <p style="text-align: center;">OR,</p> <p>For actual illness (including COVID-19)</p>
CPT	Pulls from an employee's <u>available Compensatory Time leave balance</u> .	<p>An employee who <u>chooses</u> to:</p> <ul style="list-style-type: none"> ● Self-monitor or self-isolate due to potential exposure; OR, ● Provide care for a family member due to potential exposure; OR, ● Care for minor age children due to school and/or day care closure. <p style="text-align: center;">OR,</p> <p>For actual illness (including COVID-19)</p>
RHH (If applicable)	Pulls from an employee's <u>available Regular Hours Held leave balance</u> .	<p>An employee who <u>chooses</u> to:</p> <ul style="list-style-type: none"> ● Self-monitor or self-isolate due to potential exposure; ● Provide care for a family member due to potential exposure; ● Care for minor age children due to school and/or day care closure. <p style="text-align: center;">OR,</p> <p>For actual illness (including COVID-19)</p>
OCT (If applicable)	Pulls from an employee's <u>available On-Call Earned leave balance</u> .	<p>An employee who <u>chooses</u> to:</p> <ul style="list-style-type: none"> ● Self-monitor or self-isolate due to potential exposure; ● Provide care for a family member due to potential exposure; ● Care for minor age children due to school and/or day care closure. <p style="text-align: center;">OR,</p> <p>For actual illness (including COVID-19)</p>

I-Time Code	Description	Appropriate Use(s)
VAC	Pulls from an employee's <u>available Vacation leave balance</u> .	An employee who <u>chooses</u> to: <ul style="list-style-type: none"> ● Self-monitor or self-isolate due to potential exposure; OR, ● Provide care for a family member due to potential exposure; OR, ● Care for minor age children due to school and/or day care closure. <p>OR, For actual illness (including COVID-19)</p>
STATE COVID-19 SPECIFIC LEAVE CODES		
CVS (Advanced Sick Leave - COVID-19)	Provides employees <u>up to 80 hours of Advanced Sick Leave</u> . <u>Requirements:</u> Must be requested/pre-approved. Employee must submit a signed Advanced Sick Leave Request & Acknowledgement form.	An employee who: <ul style="list-style-type: none"> ● Does not have any accrued SIC, CPT, OCT or RHH leave balances (<u>exhaustion of VAC is not required</u>); OR, is not eligible to accrue leave (e.g., non-benefitted Temporary/Seasonal State employees); <p>AND,</p> <ul style="list-style-type: none"> ● Is unable to telecommute; <p>AND,</p> <ul style="list-style-type: none"> ● <u>Chooses</u> to stay home to self-monitor or because their family member stays home to self-isolate due to potential exposure; OR, ● Care for minor age children due to school and/or day care closure; OR, ● Is <u>required</u> by a public health official to self-isolate or to isolate a family member; OR, ● For actual illness related to COVID-19.
CVT (Paid Admin. Leave - COVID-19)	Provides employees <u>up to 80 hours of Paid Administrative Leave</u> . <u>Requirements:</u> Must be requested/pre-approved. Employee must be unable to work in a different capacity or Telecommute.	An employee who: <ul style="list-style-type: none"> ● Has exhausted <u>ALL</u> of their accrued leave balances including 80-hours of Advanced Sick Leave (CVS); <p>AND,</p> <ul style="list-style-type: none"> ● the employee or their immediate family member is required to self-isolate under the direction of a public health authorities due to a significant risk of exposure to COVID-19; OR, <p>OR,</p> <p>An employee who is not allowed to work due to infection control procedures outlined by a public health official or regulatory entity (i.e., HHS, CMS, etc.) (<u>exhaustion of VAC is not required in this case</u>)</p>

I-Time Code	Description	Appropriate Use(s)
CVR (Telecommute - COVID-19)	<p><u>Actual Time Worked in a telecommuting capacity</u> related to COVID-19. (This code is for tracking purposes.)</p> <p><u>Requirements:</u> Must be requested/pre-approved.</p>	<p>Any employee who is approved to telecommute temporarily related to COVID-19.</p> <p>NOTE: When using the time code CVR, employees cannot also code ACT in the same pay period. Instead, the time code REG must be used for any actual time worked at the primary duty location.</p>
CVC (Paid Overtime - COVID-19)	<p><u>Provides FLSA Exempt employees with cash compensation</u> rather than accruing compensatory time-off.</p> <p><u>Requirements:</u> Must be pre-approved by the State Board of Examiners.</p>	<p>Appropriate for FLSA Exempt employees who are working in excess of 40 hours/week on the preparation and response to COVID-19 or in instances where they are filling in for other employees unable to work due to COVID-19.</p>
FEDERAL COVID-19 SPECIFIC LEAVE CODES FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)		
EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (EFMLA)		
CVF	<p>After an initial 10-day period, provides employees up to 10 weeks of administrative leave</p>	<p>Appropriate for employees unable to work (or telecommute) to care for minor age children due to school and/or day care closure due to a public health emergency</p> <ul style="list-style-type: none"> ● Paid at two-thirds (2/3) of regular rate of pay for number of hours normally scheduled to work ● Included within Family Medical Leave (under FMLA) ● 30-days of employment is required prior to use
CVL	<p>For use during initial 10-day period prior to CVF</p>	<p>Leave without pay for use prior to eligibility for CVF; unpaid FMLA leave. Can substitute using:</p> <ul style="list-style-type: none"> ● Existing accrued leave balances (SIC, VAC, CPT, etc.) at full rate; OR, ● Paid Sick Time covered under Emergency Paid Sick Leave Act at two-thirds (2/3) rate

I-Time Code	Description	Appropriate Use(s)
EMERGENCY PAID SICK LEAVE ACT (ESPLA)		
CVP	Provides full-time employees up to 80 hours of paid administrative leave specifically related to COVID-19 (pro-rated for part-time employees)	<p>Appropriate for an employee who is unable to work (or telecommute) due to:</p> <ul style="list-style-type: none"> ● Government order to quarantine or isolate; OR, ● Health care provider advised to self-quarantine; OR, ● Experiencing symptoms and seeking medical diagnosis; OR, ● Care for individual subject to government order as above(*); OR, ● Care for minor age children due to school and/or day care closure(*). <p>Can be utilized in place of CVL. Included within FMLA calculations. (*) Rate of pay is at two-thirds (2/3) of normal pay.</p>
CVH	Provides full-time employees up to 80 hours of paid administrative leave specifically related to COVID-19 (pro-rated for part-time employees)	<p>Appropriate for an employee who is unable to work (or telecommute) due to:</p> <ul style="list-style-type: none"> ● Government order to quarantine or isolate; OR, ● Health care provider advised to self-quarantine; OR, ● Experiencing symptoms and seeking medical diagnosis; OR, ● Care for individual subject to government order as above; OR, ● Care for minor age children due to school and/or day care closure. <p>NOTE: Only use code when leave is not applied as a substitute for CVL and is not included in FMLA.</p>