

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

(As of March 25, 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-at-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.

Work:

All employees should use their best judgment to stay home if they feel ill in general.

A supervisor should not prohibit any employee from reporting to work unless a public health official, medical provider, or other regulatory entity has determined their presence in the workplace poses a risk of infection to others.

If a public health official, medical provider, or other regulatory entity has not made such a determination but there is evidence or a reasonable concern that an employee is physically unable to perform his/her job (i.e., 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 the Human Resources Office State Personnel Branch (HRO-SPB) about appropriate next steps. Review Centers for Disease Control and Prevention (CDC) COVID-19 Risk Assessment and Public Health Management Decision Making to determine an employee's risk of having been exposed to COVID-19.

Supervisors should refer to CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) for guidance on how to handle employees showing symptoms of illness as well as the CDC COVID-19 Risk Assessment and Public Health Management Decision Making. According to this guidance, signs and symptoms are similar to flu-like symptoms: fever of 100.4 degrees Fahrenheit or higher, body aches, and/or respiratory infection symptoms including cough and shortness of breath.

If an employee refuses to go home, the supervisor should contact the HRO-SPB who will coordinate a medical professional to evaluate the medical condition and make a determination regarding whether or not it's in the agency's interest to have the individual in the workplace. If not, leave will be enforced.

Communicating a Confirmed Diagnosis:

If an employee is tested positive by a public health official for COVID-19, supervisors should work with HRO-SPB to develop communication to the potentially exposed workforce. 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 at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/assess-manage-risk.html> . Human Resources will advise whether the Family Medical Leave Act (FMLA) or the American's with Disabilities Act (ADA) is applicable.

Returning to Work After COVID-19 Leave:

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

Telecommuting:

Telecommuting (AKA Telework/Teleworking) promotes 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.

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

Upon approval of telework requests, I-Time Code: CVR (Telework/COVID-19) will be made available for employee use; telework performed will be coded as such on the employee's timesheet. When children or other persons requiring care and/or supervision are present, 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 (i.e., to care for children or sick family members).

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

All telecommuting arrangements are temporary and subject to change as the COVID-19 situation develops.

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

Leave:

Use of Accrued Leave / Sick Leave Policy Exception:

If an employee chooses to self-monitor or stay home due to potential exposure in accordance with CDC guidance or because of school or daycare closures, the employee must first request

to telecommute. If telecommuting is not available, the employee may use any available accrued leave balances including sick, vacation, compensatory time, on-call earned, and regular hours held (codes: SIC, VAC, CPT, OCE and RHH). **Use of sick (SIC) leave under these circumstances is authorized by temporary policy exception. Under normal circumstances, employees may only use sick leave in cases of actual illness (self or family member).**

Advanced Sick Leave for COVID-19 (CVS):

Advanced Sick Leave is a new leave option being provided 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 employees. In the instance of benefited employees, employees are required to repay their sick leave balance with future accrual of sick leave.

Employees are eligible to use Advanced Sick Leave (I-Time Code: CVS) related to COVID-19 when the following conditions are met:

- The employee has exhausted accrued sick, compensatory time, on-call earned and regular hours held (codes: SIC, CPT, OCE and RHH) leave balances exhaustion of vacation leave is not required); if the employee is non-benefited, this requirement does not apply since they do not accrue leave; **AND**,
- The employee is unable to telecommute; **AND**,
- The employee or the employee's family member (requiring the employee's care) chooses to stay home to self-monitor due to potential exposure in accordance with CDC guidance or because the employee's minor age children's school or day care has been closed due to COVID-19 precautionary measures; **OR**,
- The employee or the employee's family member is required by a public health official to self-isolate due to risk of having been exposed to COVID-19; **OR**,
- The employee received a positive COVID-19 test.

Use of I-Time code CVS is limited to the COVID-19 for up to 80 hours of advanced sick leave and requires the employee to provide documentation from their children's school or day care regarding the closure or from a public health official that they or a family member are required to self-isolate due to risk of having been exposed to COVID-19. Employees must sign an acknowledgement indicating their understanding that they are required to repay Advanced Sick Leave with future accruals. An Advanced Sick Leave Request and Acknowledgement form is available at: <https://inghro.idaho.gov/default.htm> .

Paid Administrative Leave for COVID-19 (CVT):

If an employee exhausts ALL of their accrued leave balances (including vacation) AND their 80 hours of Advanced Sick Leave, agencies may authorize up to 80 hours of paid administrative leave (I-Time Code: CVT) when an employee or an employee's family member is subject to self-isolation under the direction of public health authorities due to a risk of having been exposed to COVID-19 or has received a positive COVID-19 test. Proof from a public health official or health

care professional must be provided within 5 business days of beginning CVT, or as soon is reasonably possible.

Agencies may also authorize up to 80 hours of paid administrative leave for employees who are not allowed to work due to infection control procedures set by a public health official or regulatory entity AND are unable to work in a different capacity within their agency and/or telecommute (employees do not need to exhaust leave balances in this situation).

Supervisors may not place an employee on CVT without first coordinating with HRO-SPB.

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-SPB 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 agency HR representative to discuss accommodation options.

Travel Guidance:

Limit non-essential business travel. Essential travel is determined by the delegated authority above. When determining what is or is not essential travel, several factors should be considered, but not limited to:

- What is the destination?
- What is the mode of travel and does it involve movement through impacted areas?
- What is the mission and does it take the person into a higher exposure situation (i.e. large conference)?
- Are there alternative methods that can still accomplish the mission (video conference, remote access, etc.)?

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

General Considerations:

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 the 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.

Additional Employee Resources:

The 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> .

Telehealth Benefits. All State employees and family members enrolled in the State's medical plan have access to telehealth through MD Live. Visit <https://ogi.idaho.gov/> to learn more about your telehealth options.

Additional Guidance and Resources:

Governor's Office Guidance Documents

[Idaho Adopts Latest Federal Guidance, Press Release – March 18, 2020](#)

[Governor's Opinion – March 17, 2020](#)

[Additional Press Releases](#)

[Blaine County Self Isolation Order](#)

DHR Guidance Documents

[Statewide Policy, March 19, 2020](#)

[Guidance Memo, March 6, 2020](#)

Frequently Asked Questions

[Update March 22, 2020](#)

Communication Templates/Samples

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

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

Resources with Tips for Teleworking Success

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](#)

[DHW – Should You Get Tested Infographic](#)

[DHW – Interim Guidance for Isolation](#)

[CDC – Risk Assessment Guidance](#)

[CDC – Risk Assessment Decision Making Model](#)

[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 regularly 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 available sick leave balance.	An employee who <u>chooses</u> to: <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; Actual illness (including COVID-19)
CPT	Pulls from an employee's available compensatory time leave balance.	An employee who <u>chooses</u> to: <ul style="list-style-type: none"> • self-monitor or self-isolate due to potential exposure; • Provide care for a family member; • Care for minor age children due to school and/ or day care closure; Actual illness (including COVID-19)
RHH (if applicable)	Pulls from an employee's available RHH leave balance.	An employee who <u>chooses</u> to: <ul style="list-style-type: none"> • self-monitor or self-isolate due to potential exposure; • Provide care for a family member; • Care for minor age children due to school and/ or day care closure; Actual illness (including COVID-19)
OCE If applicable)	Pulls from an employee's available on-call earned balance.	An employee who <u>chooses</u> to: <ul style="list-style-type: none"> • self-monitor or self-isolate due to potential exposure; • Provide care for a family member; • Care for minor age children due to school and/ or day care closure; Actual illness (including COVID-19)

I-Time Code	Description	Appropriate Use(s)
General Leave Codes		
VAC	Pulls from an employee's available vacation leave balance.	An employee who <u>chooses</u> to: <ul style="list-style-type: none"> • self-monitor or self-isolate due to potential exposure; • Provide care for a family member; • Care for minor age children due to school and/ or day care closure; Actual illness (including COVID-19)
COVID-19 Specific Leave Codes		
CVS (Advanced Sick Leave - COVID-19)	Provides employees up to 80 hours of Advanced Sick Leave. <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 sick, comp time, on-call earned or RHH leave balances (exhaustion of vacation <u>is not</u> required) or is not eligible to accrue leave; AND, • Is unable to telecommute; • Chooses to stay home to self-monitor or because their family member stays home to self-isolate due to potential exposure (including school/daycare closures); OR • Is <u>required</u> by a public health official to self-isolate or to isolate a family member; OR • Actual illness related to COVID-19
CVR (Telecommute - COVID-19)	Actual Time Worked in a telecommuting capacity related to COVID-19. (This code is for tracking purposes.) <u>Requirements:</u> Must be requested/pre-approved.	Any employee who is approved to telecommute temporarily related to COVID-19. 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.

I-Time Code	Description	Appropriate Use(s)
COVID-19 Specific Leave Codes		
CVT (Paid Administrative Leave - COVID-19)	Provides employees up to 80 hours of paid Administrative Leave specifically related to COVID-19. <u>Requirements:</u> Must be requested/pre-approved.	An employee who has exhausted <u>ALL</u> of their accrued leave balances (including CVS); AND, The employee or their immediate family member(s) is required to self- isolate under the direction of public health authorities due to a significant risk exposure to COVID -19; OR, An employee who is not allowed to work due to infection control procedures outlined a public health official or regulatory entity; employees do not need to exhaust their accrued leave balances in this case. Note: In both above instances, the employee must be unable to work in a different capacity within their agency and/or telecommute.

