

**IDAHO MILITARY DIVISION**  
**STATE EMPLOYEE WORKPLACE RETURN PLAN AND GUIDANCE**  
(as of June 28, 2021)

Following the Governor’s guidance provided on the website, Idaho Rebounds: Our Path to Prosperity ([Click Here](#)), along with guidance received from the Department of Defense (DoD), National Guard Bureau (NGB) and the Division of Human Resources (DHR), the Idaho Military Division (IMD) is implementing this comprehensive workplace return plan and guidance to resume business operations and safely return employees to the workplace. **For current guidelines, see Stage 4 below.**

Stages of Reopening:

- Stage 1: 01 May 2020 – 15 May 2020
- Stage 2: 14 Nov 2020 – 01 Feb 2021  
16 May 2020 – 29 May 2020
- Stage 3: 02 Feb 2021 – 10 May 2021  
27 Oct 2020 – 13 Nov 2020  
30 May 2020 – 12 Jun 2020
- Stage 4: 13 Jun 2020 – 26 Oct 2020  
11 May 2021 – Present ([Click Here](#))

State of Idaho Official Resources for COVID-19 ([Click Here](#))

**Re-opening the Idaho Military Division**

The following guidelines establish the Adjutant General’s (TAG’s) intent for re-opening workplaces in the Idaho Military Division (IMD). These guidelines nest with the plans of the Governor and the White House for opening our economy. Please consult those plans for additional details, particularly regarding what you can/should do, personally, to cooperate with this effort. In particular, employees of the IMD will be expected to comply with the “Individual” requirements at each stage of the Governor’s plan.

The overall intent is to safely and responsibly resume maximum capability to accomplish our missions as soon as possible. The IMD has a responsibility to respond to State and Federal needs, therefore, it is imperative we maintain a unique state of readiness and preparedness. With staged re-opening, the White House and Governor Little have provided the opportunity to begin to reestablish the strength of our readiness capability.

The key to restoring and maintaining our capabilities, is to ensure we have safe environments in which to work. Re-opening safety standards, at a minimum, include:

- First and foremost, symptomatic personnel and those feeling unwell should NOT be in our workplaces, and instead should stay home/go home, contact the **IMD COVID-19 Hotline (1-888-252-3285)** and seek treatment, if appropriate. Commanders, managers and supervisors have the Adjutant General’s full support in requiring the immediate departure from the workplace, any personnel who exhibit symptoms of illness. If such need arises, separate the employee from others and coordinate with the Human Resources Office (HRO). Arrange safe transport home or to a healthcare provider, if necessary.
- Second, while in the workplace or on IMD installations/properties, personnel are expected to maintain at least a 6 foot distance between themselves and other people. Face masks are

encouraged to be worn any time, but are required for any brief, unavoidable periods of time the 6 foot distance cannot be maintained. This distancing requirement may require rearrangement of the workspace.

- Third, group gatherings are graduated by stages in the Governor's plan, and those prescriptions apply in IMD workplaces, including both official and unofficial gatherings. Commanders, managers and supervisors are expected to organize work related meetings, as well as manage where and when people congregate informally (breakrooms, lunchrooms, etc.) to comply with the Governor's staged restrictions.
- Fourth, commanders, managers and supervisors are expected to continually ensure the physical cleanliness and sanitation of the workspace. This requirement exceeds current custodial services provided, and you will need to take responsibility to ensure regular maintenance of these high cleanliness standards. The IMD has focused spending to ensure an adequate supply of cleaning supplies to make sure we're all able to meet standards. Coordinate any need for such supplies and personal protective equipment (PPE) through your full-time chain of command, supervisory chain or building manager, as applicable.
- Fifth, commanders, managers and supervisors may continue to limit access to facilities or portions of facilities to mission essential movement/access to limit the vector for this disease. These safety concerns will be compounded as employees telecommuting (teleworking) and/or on leave return to the workplace, and must be factored into your planning/preparation.

### **Phasing Employees Back to the Workplace**

On or after 1 May 2020, once the five minimum safety standards above are met and can be maintained, commanders, managers and supervisors may return all healthy (non-vulnerable) personnel to the normal workplace at a pace that is, in their professional judgement, necessary to restore maximum mission effectiveness. The options for telecommuting (telework) and/or flexible work schedules continue to be effective alternatives when the workplace cannot be made adequately safe, or when their use enhances mission accomplishment. These alternatives may also be effective in mitigating elder care, child care and/or remote learning concerns. Leave is an option for eligible personnel who require absence and are unable to telework or flex some or all work hours. Employees and supervisors should consult with Human Resources regarding available leave options and eligibility criteria.

An important consideration is the return of those personnel who constitute our vulnerable population as identified by CDC: elderly (+65), pregnant women or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy. Personal self-report of any of the identified conditions is satisfactory to establish vulnerability. In Stage 2, vulnerable personnel may return to work if mandatory physical distancing and sanitation requirements can be met. Reasonable accommodations including telework and flexible schedules will be considered on a case by case basis.

Should the IMD be required to return to a prior stage, this plan and guidance will be updated accordingly.

Complacency is our enemy. Avoid the natural tendency to relax standards as we become accustomed to these new requirements. Your efforts to remain vigilant and steadfast in meeting the intent of this guidance will be crucial in overcoming this pandemic.

## COVID-19 Vaccine

All IMD employees are encouraged to get the COVID-19 vaccine as soon as possible through a National Guard or civilian provider. As a matter of force protection and in support of workforce readiness, receiving the vaccine will aid Idaho and national efforts to effectively stop the COVID-19 pandemic.

Department of Defense (DoD) COVID-19 vaccines are available to members of the Idaho National Guard, and may become available to some IMD State employees in accordance with applicable DoD directives. Please contact Maj Michael Anchustegui, Joint Medical Planner, at (208) 422-5045 or [michael.anchustegui.2@us.af.mil](mailto:michael.anchustegui.2@us.af.mil) if you have questions about your eligibility.

IMD State employees considered “Essential Critical Infrastructure Workers” as defined by the Cybersecurity and Infrastructure Security Agency (CISA), who work in a position corresponding with the Idaho COVID-19 Vaccine Advisory Committee’s (CVAC’s) current Vaccine Prioritization Group/ Subgroup, may coordinate with Human Resources (see HR contacts on last page) to obtain an employment verification letter for civilian providers.

IMD State employees may not receive COVID-19 vaccinations on paid State duty time, including when it is offered on-site. State employees must be in an approved leave status (i.e., SIC, VAC, CPT, RHT, LWO, MLT, MAD), on an approved unpaid break in the workday, or outside of paid duty hours. Work schedules may be adjusted as an accommodation at the supervisor’s discretion.

See **COVID-19 Vaccine Incentive**, below, for eligibility to receive 4-hours of COVID-19 Paid Administrative Leave for receiving or already having received the full dose of the COVID-19 Vaccine.

Receiving the vaccine is voluntary, and deciding not receive it will not result in any negative repercussions. You are encouraged to view the short video linked below so you are prepared to make an informed decision.

<https://www.dvidshub.net/video/782713/idaho-national-guard-covid-19-vaccine-information>

## COVID-19 Vaccine Incentive

In accordance with [Governor Little’s letter of June 16, 2021](#), all current and newly hired full-time and part-time IMD State employees, including benefitted and non-benefitted Temporary employees, are eligible to code four (4) hours of COVID-19 Paid Administrative Leave (I-Time Code: CVT) for receiving or already having received the full dose of the COVID-19 Vaccine on or before August 31, 2021.

CVT leave use. CVT leave may be used for any of the following reasons:

- To attend an appointment to receive the final/full-dose vaccine.
- Because an employee does not feel well after having received the final/full-dose vaccine.
- As paid time off if the employee has already received the final/full-dose vaccine.

CVT leave may be used on or after the date an employee receives the full dose of the vaccine, but not prior to receiving the full dose.

Eligible employees may use the CVT leave through December 31, 2021 (as long as the full vaccine was received on or before 31 August 2021).

IMD employees must take the CVT leave as a continuous four (4) hour block.

An employee cannot code more than 40 hours in a work week using CVT leave.

*Requesting CVT leave.* Employees must have supervisor approval before taking CVT leave. Supervisors are encouraged to work with employees to allow them use CVT leave while also meeting the needs of the organization and agency.

If an employee already received the vaccine and utilized their own accrued leave or took unpaid time off, they cannot request to have that leave or unpaid time changed to CVT on their timesheet. Instead, the employee should request to utilize CVT leave as time off not later than December 31, 2021.

*Proof of vaccination status is not required.* Employees must certify on their timesheet the date(s) they complied with the requirements for CVT leave—either the date(s) they attended their vaccine appointment(s) or were approved for an accommodation—when they submit timesheets containing CVT leave. See *Timesheets*, below.

*Reasonable Accommodations.* If an employee is unable to receive the vaccine due to a health condition/qualifying disability under the Americans with Disabilities Act (ADA) or for religious reasons, contact Human Resources (see HR contacts on last page) regarding available accommodations.

If an employee chooses not to receive the vaccine unrelated to a health condition/qualifying disability or religious belief, they are not eligible for CVT leave.

*Timesheets.* Before submitting timesheets, employees must insert a comment specifying the date(s) they received the vaccine or complied with any requirements established as a reasonable accommodation. The Comments tab is located at the top of the timesheet: [\[Save\]](#) [\[Submit\]](#) [\[Comments\]](#) [\[Reset\]](#).

Employees and supervisors are responsible for ensuring timesheets are submitted accurately.

Supervisors concerned that an employee is fraudulently claiming CVT leave should consult with Human Resources (see HR contacts on last page).

See [DHR COVID-19 Incentive Guidance](#) and [DHR Frequently Asked Questions \(FAQs\) for COVID-19 CVT Coding](#) for additional information.

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

The IMD COVID-19 Hotline, manned 24/7, serves as the IMD's medical advisory authority and single point of IMD workforce-wide reporting and data collection for known or suspected COVID-19 exposure, positive COVID-19 test results, dates of directed self-quarantine/isolation, and contact tracing across IMD's integrated workforce (federal, state and military).

Calls outside of 0700-1700, Monday–Friday, are forwarded to on-duty personnel and may ring for an extended period before being answered. Caller voice messages will be returned as promptly as possible.

**IMD 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 sick or unwell (anything out of the ordinary).
- If you have questions about COVID-19 quarantine procedures due to potential exposures.
- If you are hospitalized from COVID symptoms.
- If you have experienced an adverse reaction to the COVID-19 vaccine that requires hospitalization.
- If you have other COVID-19 related concerns.

Employees will adhere to IMD COVID-19 Hotline direction. Exceptions for reduced self-quarantine/isolation periods resulting in early return to work must be pre-approved by an authorized COVID-19 Hotline Medical Officer.

IMD State employees not in compliance with direction given by the IMD COVID-19 Hotline may be subject to corrective or disciplinary action.

### **COVID-19 Safety Precautions**

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.

### **Return to the Workplace**

Employees who *may* have been exposed, have been exposed, or have tested positive for COVID-19 should not return to the workplace until the IMD COVID-19 Hotline directed criteria to discontinue home isolation is met.

### **Exposed to COVID-19**

If you had close contact exposure to someone with COVID-19, defined by CDC as: Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated:

- Notify supervisor and the IMD COVID-19 Hotline (1-888-252-3285).
- Stay home for 14 days after last exposure, or as directed by the IMD COVID-19 Hotline.
- Maintain social distance of at least 6 feet from others at all times.
- Avoid contact with people at higher risk for severe illness from COVID-19.
- Self-monitor for symptoms (feeling sick, unwell or out of the ordinary).
- Check temperature twice a day.
- Notify supervisor and the IMD COVID-19 Hotline (1-888-252-3285) if symptoms develop while self-quarantined/isolated.

### **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 the IMD COVID-19 Hotline (1-888-252-3285) for applicable standards.

### **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 the IMD COVID-19 Hotline (1-888-252-3285) for applicable standards.

### **Exposed to COVID-19 within 180 days of becoming fully vaccinated or having a COVID-19 infection**

If you had close contact exposure to someone with COVID-19 within 180 days of being fully vaccinated or having a COVID-19 infection, you do not need to self-quarantine or be tested if you do not show symptoms.

If symptoms develop consult the IMD COVID-19 Hotline (1-888-252-3285) for direction.

### **Travel**

Work Travel. Consult the IMD COVID-19 Hotline (1-888-252-3285) for current travel guidance and/or restrictions.

Should an IMD employee be directed to self-quarantine upon return to Idaho, the employee should plan to 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 (IDNG 51), including the required signed documents, and the development of tasks and responsibilities while teleworking.

Personal Travel. Consult the IMD COVID-19 Hotline (1-888-252-3285) for current travel guidance and/or restrictions.

When on personal travel, be aware of the COVID-19 status of your travel location and/or destination. Should you choose to visit an area that is experiencing a spike in COVID-19 cases, you may be directed to self-quarantine upon return to Idaho. Consult with the IMD COVID-19 Hotline (1-888-252-3285), to determine eligibility to return to your IMD workplace.

Any IMD State employee participating in voluntary cruise ship, river cruise, or out of country travel could be required to self-quarantine upon return to Idaho. Consult with the IMD COVID-19 Hotline (1-888-252-3285), to determine eligibility to return to your IMD workplace.

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

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

### Fully Vaccinated Travelers.

Individuals who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States.

- Fully vaccinated travelers do not need to get tested before or after travel unless their destination requires it.
- Fully vaccinated travelers do not need to self-quarantine.

Fully vaccinated travelers should still follow CDC's recommendations for traveling safely including:

- Wear a mask over your nose and mouth.
- Stay 6 feet from others and avoid crowds.
- Wash your hands often or use hand sanitizer.

## **Supervisors / Employees**

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 health information confidentiality.

Contact the IMD COVID-19 Hotline (1-888-252-3285) regarding known or possible exposure within the workplace, or within the workforce if contact occurred outside of the immediate workplace/work group.

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

Telework is the default first option when an employee is unable to be present in the workplace for reasons specifically related to COVID-19. Beyond regular job duties, consider other work-related professional growth opportunities mutually beneficial to the employee/employer (technical, professional, leadership development via online training, research, reading, etc.). Inquire with Human Resources regarding available leave options when an employee is unable to telework or chooses not to telework. Employees who are capable, but decline to perform available telework, are generally ineligible for the State's expanded COVID-19 leave options. Consult with HRO for consideration on a case-by-case basis.

Telework unrelated to COVID-19 is not covered under this guidance or TAG memo, Subject: Telework Program - Exceptions for COVID-19, dated 20 March 2020. Refer to IDNG 51 Telework Program, dated 13 August 2020, for IMD telework policy and procedure.

Expanded COVID-19 options for Telecommuting (Telework), and Donated Vacation/Sick Leave remain available. Contact Human Resources to discuss options and eligibility based on individual circumstances, and to obtain applicable forms/procedures.

Human Resources will validate with the IMD COVID-19 Hotline, employee eligibility for all requested leave provided under the State's expanded COVID-19 leave options and the allowable dates for use of such leave.

## **Human Resources**

Primary Human Resources POCs for COVID-related matters 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, at (208) 801-4271 or [mmccool@imd.idaho.gov](mailto:mmccool@imd.idaho.gov).

Primary Human Resources POC for Telework is:

- Gloria Duncan, Supervisory HR Specialist, at (208) 801-4273 or [gduncan@imd.idaho.gov](mailto:gduncan@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 Re-opening**

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.