

MilTech/T5 Personnel Guidance for Response to Coronavirus Disease 2019

The Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)), provides this civilian personnel guidance for DoD Components in responding to coronavirus disease 2019 (COVID-19). This guidance is intended to identify human resources flexibilities to help DoD minimize risk to its civilian and other personnel and their families, as well as to ensure the readiness of our force to continue to execute our missions and our ability to support our domestic and international partners. Separate local rules and policies should be consulted for foreign national personnel. More comprehensive guidance from the Office of Personnel Management is attached. The latest information will be available at:

<https://www.dcpas.osd.mil/OD/EmergencyPreparedness>.

Supervisors have the discretion to utilize the following human resources flexibilities:

Weather and Safety Leave (asymptomatic personnel).

- Weather and Safety Leave is authorized when the government mandates an asymptomatic employees' absence from the workplace, due to either individual or facility potential or real exposure to infection. Supervisors must authorize weather and safety leave when:
 - An asymptomatic employee is subject to movement restrictions (is quarantined) by a public health official and has not otherwise been authorized to telework. Such restrictions include employees subject to the CDC requirement that all persons returning from a Level 3 country self-quarantine.
 - An asymptomatic employee who is otherwise unable to safely travel to or perform duties at the worksite due to unsafe transport or worksite conditions, as determined by a public health official, and has not otherwise been authorized to telework.
 - If while on Weather and Safety Leave an employee has onset of symptoms, Weather and Safety Leave is no longer authorized, and the employee will need to request other appropriate leave (sick, annual, etc. See below for leave for symptomatic personnel.)
 - Weather and Safety Leave is not authorized to care for an asymptomatic family member who is ordered into quarantine.
 - For ATAAPS purposes, Weather and Safety Leave is coded as 'LN' (Administrative Leave), with subcategory purpose code as 'PS' (Weather and Safety)
- Supervisors generally may not authorize Weather and Safety leave to employees who have been authorized to telework.

Other Leave Flexibilities (symptomatic personnel).

- Sick leave. If an employee is symptomatic the employee may use accrued sick leave. Weather and safety leave would not be appropriate in this situation. Employees may also use sick leave up to 104 hours to provide care for a family member who is ill. Advanced sick leave may be authorized.
- Annual leave. Employees may use accrued annual leave for any reason, subject to management's discretion to approve and schedule such time. Advanced annual leave may be authorized.
- Family and Medical Leave Act (FMLA). Employees may take FMLA leave up to a total of 12 workweeks of leave without pay for a serious health condition to care for themselves or a qualifying family member. Certain eligibility and restrictions apply.

Additional Leave Considerations

- Employees who opt to self-isolate without a mandate from a public health official must currently request use of their own leave. If asymptomatic, or if not caring for a symptomatic family member, sick leave is not authorized.
- School closures do not currently warrant the use of either Weather and Safety Leave, nor Sick Leave associated with care of asymptomatic children.
- If a symptomatic employee reports to work, supervisor should counsel and encourage the employee to go home. If employee refuses to go home, supervisor should contact the Occupational Health Nurse for consultation. The IDARNG Occupational Health Nurse or IDANG Public Health Specialist (or other qualified agency health professional) will assess the situation and make a determination regarding whether or not it's in the agency's interest to have the individual in the workplace. If not, enforced leave should be imposed based on the OHN/PHS professional medical opinion.

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.

- Review continuity of operation (COOP) plan to ensure mission essential functions continue during the mass spread of illness or other health related conditions adversely affecting the population.
- Ensure the contact information for employees is assembled and up to date.

- Consider telework policy to allow mission essential employees to telework during an emergency (e.g., COOP event, office closure due to adverse or inclement weather, or pandemic health crisis).
- Determine whether alternative work schedules are authorized, and how best to utilize the variety of types of schedules available to continue operations.

(current as of 1500/15 Mar 2020)