

Statewide Policy: 2019 Novel Coronavirus (COVID-19)
Effective: May 20, 2021

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Disclosure

Information contained in this policy is subject to change. Consult with the Division of Human Resources and the Attorney General’s Office to ensure accurate application of these policies.

General Workforce Guidance

“Stay Healthy” Orders

Please refer to coronavirus.idaho.gov, rebound.idaho.gov and DHR’s COVID-19 Workforce Guidance [webpage](#) for the most up to date information. All employees are encouraged to receive the COVID-19 vaccinations. For more information on how to schedule an appointment, visit the Idaho Department of Health and Welfare’s web page at: <https://healthandwelfare.idaho.gov/covid-19-vaccination>.

For updated guidance on employee mask usage visit: <http://dhr.idaho.gov/wp-content/uploads/2020/COVID-19/Mask-Usage-Update-Memo.pdf>

Restrictions from Working

All employees should use their best judgment to stay home if they feel ill in general and encouraged to explore telecommuting options. 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.

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 poses a direct threat to the work environment, the supervisor should express general concern regarding the employee 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 HR 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 \(COVID-19\)](#) for guidance on how to handle employees showing symptoms of illness.

According to the CDC, people with COVID-19 reported having a wide range of symptoms – ranging from mild symptoms to severe illness.

Symptoms may appear 10 **days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update [this list](#) as they learn more about COVID-19.

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 has tested positive for COVID-19, agencies should utilize the COVID-19 Employee Exposure Questions document on the DHR website under [COVID-19 Workforce Guidance](#): DHR Return to Work Guidance Documents to determine which employees may need to be notified. An example communication template is available on the DHR website under the [COVID-19 Workforce Guidance](#): Communication Templates/Samples. It is recommended HR and legal counsel 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).

To determine whether the Family Medical Leave Act (FMLA), American's with Disabilities Act (ADA), or other benefits are applicable, consult with HR and legal counsel.

Returning to the Worksite After COVID-19 Leave:

Employees must complete the Employee Attestation: Return to Work Requirements Due to COVID-19 Related Absence form available on the DHR website under [COVID-19 Workforce Guidance](#) > DHR Return to Work Guidance Documents prior to returning. Additionally, 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.

An agency may request additional medical information from the employee in some circumstances. If there are concerns regarding an employee's ability to return to work, the employee's supervisor should consult with HR and legal counsel regarding procedures for requesting administratively acceptable medical documentation in accordance with applicable policies and laws.

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>

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 are should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met in consultation with healthcare providers, state or local health departments.

Employees who are well but who have a family member at home diagnosed with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#) to prevent further spread of COVID-19.

Considerations for Facility/Public Access Closures

Agencies should keep in mind we work in public service and must remain available to serve Idahoans. If agencies do not have an updated Continuity of Operations Plan (COOP), agencies are expected to update their plan and submit to DHR and DFM.

For assistance in updating and/or developing a COOP, visit the Idaho Office of Emergency Management (IOEM) website for a planning template, manual and guidance at: <https://ioem.idaho.gov/preparedness-and-protection/plans/coop/>

To ensure continuity of operations, consider the following:

- Allow employees to work from home if possible¹;
- Request employees change shifts to ensure all shifts are covered;
- Request or mandate employees to work extra shifts;
- Reassign employees in higher staffed locations to locations in need of additional staffing;
- Consider reaching out to employees who have left state service to consider reinstatement;
- Consult with human resources on options related to incentive pay (i.e., bonuses, discretionary pay differentials, etc.);
- Provide cross-training of employees to cover other positions as appropriate;
- Utilize temporary employees.

¹ Confidentiality concerns related to employees working from home should be addressed with agency IT or ITS.

In considering whether to close an office to public access, agencies should consider several factors, including but not limited to:

- Impact to the mission and public (i.e., does the agency provide public facing services? Is the continuation of services legally required? If yes, can they be provided online?);
- Risk to employees and public of remaining open, options to reduce risk;
- Alternatives to continue effective operations (remote location, telecommuting, limited scope of services, limited lobby hours, limited number of people in the lobby, expand internal area to respect social distancing, provide services by appointment, etc.);
- Span of impacted area or potential for further contamination;
- Ability to conduct a partial closure of an office;
- CDC and OSHA guidelines;
- Other potential legal considerations.

Agencies should utilize the public access closure template on the DHR website under the [COVID-19 Workforce Guidance](#) section.

If an agency is concerned that they are unable to continue operations and need to consider closing a facility, please consult with the Governor's Office, DHR and DFM, in accordance with DHR Rule 15.04.01.250.08.

Telecommuting

Telecommuting may be made available to employees as deemed appropriate and necessary by the agency. Please refer to the [Statewide Telecommuting Policy](#) for updated guidance, training and resources for employees that are requesting or needing telecommuting for their position. Departments and agencies must incorporate telecommuting in their COOP. Telecommuting arrangements are still encouraged in instances where employees need to quarantine and 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. The employee would still need to follow the process outlined in the Statewide policy and fill out a telecommuting application and submit to their supervisor and agency for approval.

If an employee is unable to meet performance expectations while telecommuting, or if there is a change in business need or for organizational benefit, their supervisor may revoke the telecommuting agreement.

Leave Options Related to COVID-19

Use of Accrued Leave Related to COVID-19

If telecommuting or reassignment is not an available option, the employee may use any available accrued leave balances including sick, vacation, comp time, on-call earned and RHH² (codes: SIC, VAC, CPT, OCT, and RHT).

Donated Leave

With appointing authority approval, an employee may donate accrued vacation leave to an employee to be used as sick leave, in accordance with DHR's [Donated Leave Policy](#). As of July 1, 2021, employees will be able to donate sick and vacation leave to other employees. To receive donated leave, employees must first exhaust all of their accrued leave balances.

Employees may use donated sick leave in accordance with the reasons outlined in the "Use of Accrued Leave Related to COVID-19" section of this policy if they are unable to telecommute or be reassigned.

Leave Without Pay

In accordance with DHR rule 15.04.01.250.01(s), the agency appointing authority may grant an employee leave without pay for a specified length of time when such leave would not have an adverse effect upon the agency. The request for leave must be in writing and must establish reasonable justification for approval.

Requests for leave without pay which exceed one workweek and are not covered by FMLA, require prior approval by the DHR administrator, and consultation with the Office of Group Insurance.

Timesheet Coding Guidance

Please see Addendum A for guidance from the State Controller's Office related to coding timesheets in I-Time due to COVID-19.

FMLA/ADA Considerations

Agencies and employees should consult with their HR and legal counsel to determine if the FMLA or ADA applies when addressing concerns related to COVID-19. Employees with a

² RHH is a leave code only used by a few agencies; if you are unfamiliar with the code, it does not apply to you.

qualifying health condition under the ADA should consult with their supervisor and HR representative to discuss accommodation options.

FLSA Considerations

Exemption Requests for Employees to Receive Cash for Comp Time

Agency Appointing Authorities may request for Fair Labor Standards Act (FLSA) exempt state employees to receive cash compensation in lieu of compensatory time. Such requests must be made to the Board of Examiners (BoE) at brdexam@sco.idaho.gov. If the BoE approves the cash payout for these employees, the code CVC should be used.

If your agency is experiencing significant overtime related to the preparation, investigation, or response to COVID-19, please consult with DHR and/or DFM for guidance on cash compensation for employees.

Business Meetings or Mass Gatherings

As of May xxx, 2021, there are no statewide orders that limit gathering size. Agencies may 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.

Travel Guidance

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

- If the travel related to the Agency Continuity Of Operations Plan (COOP).
- The mission and if it takes the person into a higher exposure situation.
- If there are alternative methods that can still accomplish the mission (video conference, remote access, etc.).

Please visit [CDC.gov](https://www.cdc.gov) for additional information on travel considerations.

The State Board of Examiners guidance 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. Agencies need to work with employees to determine their comfort level during work related travel and provide appropriate measures and resources when needed.

Additional Employee Resources

The Office of Group Insurance 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 for enrolled members.

Compliance with Federal Coverage Requirements

- Medically necessary 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%.
- COVID-19 vaccinations covered at 100% for all plans.
- 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 any health condition for the remainder of the plan year, or the end of the federal state of emergency; whichever comes later.

Telehealth is an option to address non-emergent healthcare needs without physically visiting a doctor's office. Go to the OGI homepage 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 by completing an updated enrollment form.

Employees on the SCO system can submit claims electronically 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.

Employees on non-SCO payroll systems must submit their paper enrollment change form and justification to their HR office. All other rules and regulations, including the grace period to use Daycare FSA dollars, remain in effect.

The Employee Assistance Program (EAP) has staff on hand to assist with workplace concerns. Visit <https://ogi.idaho.gov/counseling/> for more information about in-person/virtual counseling or online resources. 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>

Addendum A: Leave Codes Available Related to COVID-19

I- Time Code	Description	Appropriate Use(s)
General Leave Codes		
SIC	Deducts from an employee's available sick leave balance.	<ul style="list-style-type: none"> ● Subject to a Federal, State, or local quarantine or isolation order related to COVID-19; ● Advised by a health care provider to self-quarantine related to COVID-19; ● Experiencing COVID-19 symptoms and are seeking a medical diagnosis; ● Caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19; ● Caring for an individual that has been advised by a health care provider to self-quarantine because of COVID-19; or, ● Caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
CPT	Deducts from an employee's available compensatory leave balance.	<ul style="list-style-type: none"> ● Subject to a Federal, State, or local quarantine or isolation order related to COVID-19; ● Advised by a health care provider to self-quarantine related to COVID-19; ● Experiencing COVID-19 symptoms and are seeking a medical diagnosis;

CPT (cont.)	Deducts from an employee's available compensatory leave balance.	<ul style="list-style-type: none"> ● Caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19; ● Caring for an individual that has been advised by a health care provider to self-quarantine because of COVID-19; or, ● Caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
RHT	Deducts from an employee's available RHH leave balance.	<ul style="list-style-type: none"> ● Subject to a Federal, State, or local quarantine or isolation order related to COVID-19; ● Advised by a health care provider to self-quarantine related to COVID-19; ● Experiencing COVID-19 symptoms and are seeking a medical diagnosis; ● Caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19; ● Caring for an individual that has been advised by a health care provider to self-quarantine because of COVID-19; or, ● Caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
OCT	Deducts from an employee's available on-call earned balance.	<ul style="list-style-type: none"> ● Subject to a Federal, State, or local quarantine or isolation order related to COVID-19; ● Advised by a health care provider to self-quarantine related to COVID-19; ● Experiencing COVID-19 symptoms and are seeking a medical diagnosis; ● Caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

OCT (cont.)	Deducts from an employee's available on-call earned balance.	<ul style="list-style-type: none"> ● Caring for an individual that has been advised by a health care provider to self-quarantine because of COVID-19; or, ● Caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
VAC	<p>Deducts from an employee's available vacation leave balance.</p> <p>Need to exhaust sick leave before vacation leave may be used.</p>	<ul style="list-style-type: none"> ● Subject to a Federal, State, or local quarantine or isolation order related to COVID-19; ● Advised by a health care provider to self-quarantine related to COVID-19; ● Experiencing COVID-19 symptoms and are seeking a medical diagnosis; ● Caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19; ● Caring for an individual that has been advised by a health care provider to self-quarantine because of COVID-19; or, ● Caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
State COVID-19 Specific Leave Codes		
CVR	Actual Time Worked in a telecommute capacity related to COVID-19.	<p>Any employee who is approved to telecommute temporarily related to COVID-19.</p> <p>Employees who work in the office and also telecommute should use the time code "REG" instead of "ACT" when they are working from the office.</p>

CVC	<p>Provides FLSA exempt employee with cash compensation rather than accruing compensatory time-off.</p> <p>Requirements: Must be pre-approved by the Board of Examiners.</p>	<p>Appropriate for FLSA exempt employees who are working more than 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>
CVA	<p>Provides FLSA covered employees paid leave for hours more than 40 at time and a half.</p> <p>Requirements: Must be pre-approved by DFM/DHR.</p>	<p>Appropriate for FLSA covered employees who are working more than 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>
CVB	<p>Provides FLSA covered employees accrued leave for hours more than 40 at time and a half.</p>	<p>Appropriate for FLSA covered employees who are working more than 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>
CVD	<p>Provides FLSA exempt employees accrued leave for hours more than 40 at one to one.</p>	<p>Appropriate for FLSA exempt employees who are working more than 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>

CVW	<p>Provides FLSA covered employees with cash compensation for hours more than 40 at time and a half on a holiday (similar to HOW time code).</p> <p>To be used with REG/CVR time codes. Additional overtime (not worked on holiday) is coded to CVA.</p> <p>Requirements: Must be pre-approved by DFM/DHR.</p>	<p>Appropriate for FLSA covered employees who work on a holiday, more than 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>
CVX	<p>Provides FLSA covered employees with accrued leave for hours more than 40 at time and a half on a holiday (similar to HOA time code).</p> <p>To be used with REG/CVR time codes. Additional overtime (not worked on holiday) is coded to CVB.</p>	<p>Appropriate for FLSA covered employees who work on a holiday, more than 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>
CVY	<p>Provides FLSA exempt employee with cash compensation rather than accruing compensatory time-off paid at one to one on a holiday (similar to HOP time code).</p> <p>Requirements: Must be pre-approved by the Board of Examiners.</p> <p>To be used with REG/CVR time codes. Additional overtime (not worked on holiday) is coded to CVC.</p>	<p>Appropriate for FLSA exempt employees who work on a holiday, more than 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>

CVZ	<p>Provides FLSA exempt employees accrued leave for hours more than 40 at one to one on a holiday (similar to HOS time code).</p> <p>To be used with REG/CVR time codes. Additional overtime (not worked on holiday) is coded to CVD.</p>	<p>Appropriate for FLSA exempt employees who work on a holiday, more than 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>
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