

COVID-19 Quick Reference Guide

Updated: August 25, 2021

MASKS

- If fully vaccinated: In general, you do not need to wear a mask in outdoor settings. To maximize protection from the Delta variant and prevent possible spread to others, it is recommended individuals wear a mask indoors in public. If you had close contact with someone who has COVID-19, it is recommended you continue to wear a mask indoors in public for 14 days following exposure or until you receive a negative test result 3-5 days after exposure.
- If not vaccinated: It is highly recommended you wear a mask in the following situations: when in public indoor places, when in a crowded outdoor public spaces, when in close contact with others who are not vaccinated.

STAY HOME/TELEWORK

- All employees should use their best judgment to stay home if they feel ill in general or if they have a known exposure.
- If you are sick with COVID-19 or think you might have COVID-19 stay home. Employees should monitor their symptoms and get tested if they experience symptoms of COVID-19. While waiting for your test results, you should stay away from others.
- If you have been in close contact with someone who has COVID-19, follow the quarantine guidelines set forth by the CDC.
- Agencies are encouraged to allow for telecommuting as a way to help mitigate COVID spread or exposure. Review the statewide telecommuting policy here.
- If an employee has utilized all of their accrued leave, the option to telecommute should be explored and/or remind employees they are able to donate both sick *and* vacation to another employee.
- All avenues should be explored so that symptomatic employees are not in the workplace exposing others.

VACCINES

- Vaccines play a crucial role in limiting spread of the virus and minimizing severe disease. Information on how to receive the FREE vaccine, can be found here.
- All State of Idaho employees within the Executive Branch are eligible to code 4 hours of paid administrative leave (CVT) if they received the vaccine by November 30, 2021, and can code the time through December 31, 2021.

TESTING

- If you come in close contact with an individual with COVID-19, you should get tested 3-5 days after your exposure, even if you have no symptoms, even if you are fully vaccinated.
- If you have symptoms of COVID-19, you should get tested even if you were not exposed. Symptoms include: 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.

COMMUNICATING A POSITIVE CASE IN THE WORKPLACE

- DHR has recently updated the “COVID-19 Positive Procedure” which can be found on DHR’s [COVID-19 Workforce Guidance](#) page. This should be used to guide agencies when responding to an employee who tests positive for COVID-19.
- The outlined steps should be followed regardless of vaccination status.

STRATEGIES TO PREVENT THE SPREAD

- Clean AND disinfect frequently touched surfaces daily, at a minimum. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Wash your hands frequently, with soap and water, scrubbing for at least 20 seconds.
- Hold meetings, trainings, conferences, etc. virtually to minimize the risk of exposure and/or transmission.
- Continue to keep logs of close contact interactions so that if/when a person tests positive, the agency is able to quickly identify who to communicate with to monitor symptoms.
- Maintain physical distancing of at least six feet from other individuals, wherever possible, regardless of vaccination status and regardless of if face coverings are worn or not worn.
- Utilize Telehealth Benefits. All state employees and family members enrolled in the state’s medical plan have access to telehealth through MD Live. Visit ogi.idaho.gov to learn more about your telehealth options.
- Employees should continue to self-monitor for COVID-19 symptoms, especially if you’ve been around someone who is sick. If you have symptoms of COVID-19, you should get tested and stay home and away from others.
- Discuss additional strategies or revising existing strategies with DHR as needed.

RETURNING TO THE WORKPLACE

- Following exposure/testing, employees must complete the [Employee Attestation Form](#) prior to returning to their office in-person.
- For other requested documentation, the agency should consult with HR and general counsel regarding procedures for requesting administratively acceptable medical documentation in accordance with applicable policies and laws.

EMPLOYEE COMPLIANCE

- The above guidelines are intended to keep employees safe while also keeping state agencies open.
- If an agency is concerned an employee is threatening the health and safety of others, they should consult with their HR representative. DHR is also available to assist.