

Statewide Guidance: 2019 Novel Coronavirus (COVID-19)

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## Disclosure

Information contained in this policy is subject to change. Consult with the Division of Human Resources (DHR) to ensure accurate application of these policies.

## General Workforce Guidance

Both vaccinated and unvaccinated individuals should adhere to the workplace safety protocols outlined by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/workplaces-businesses/index.html>.

According to the CDC, with current high levels of vaccination and high levels of population immunity from both vaccination and infections, the risk of medically significant disease, hospitalization, and death from COVID-19 is greatly reduced for most people. As such, COVID-19 prevention steps should be taken based on COVID-19 Community Levels. Both fully vaccinated individuals and unvaccinated individuals should utilize the COVID-19 County Check: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html> when determining prevention steps.

CDC recommended prevention steps based on COVID-19 Community Levels:

### **Low**

- [Stay up to date](#) with COVID-19 vaccines
- [Get tested](#) if you have symptoms

### **Medium**

- If you are at [high risk for severe illness](#), talk to your healthcare provider about whether you need to wear a mask and take other precautions
- [Stay up to date](#) with COVID-19 vaccines
- [Get tested](#) if you have symptoms

### **High**

- Wear a [mask](#) indoors in public
- [Stay up to date](#) with COVID-19 vaccines
- [Get tested](#) if you have symptoms
- Additional precautions may be needed for people at [high risk for severe illness](#)

The CDC's COVID-19 community level recommendations do not apply in healthcare settings such as hospitals and nursing homes. These populations should follow **Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic**: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>

Employees may choose to wear a mask regardless of COVID-19 community level. Employees with symptoms, a positive test, or exposure to someone with COVID-19 should reference the section titled Isolation and Quarantine Period below.

### **Vaccination Status**

According to [EEOC guidance](#), vaccination information is confidential medical information; as such, it can be requested only when there is a legitimate need-to-know to ensure the safety of employees. If an agency believes they have a need-to-know an employee's vaccination status, the agency is required to consult with DHR prior to inquiring with an employee about their vaccination status. If approved by DHR, the agency's ability to inquire about a vaccination status will be limited to asking a "yes" or "no" question as to avoid making a disability-related inquiry. An example of an appropriate inquiry into an employee's vaccination status is if the vaccine is required to perform the essential functions of the employee's position, or in order to enforce an agency policy.

If an employee discloses that they cannot receive a COVID-19 vaccine due to a disability or religious belief, practice, or observance, the employee may request a reasonable accommodation.

### **Restrictions From Working**

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

Employees should refer to the CDC’s guidance on “[What to Do If You Are Sick](#)” if they have symptoms of COVID-19 or have been exposed to COVID-19.

According to the CDC, people with COVID-19 reported having a wide range of symptoms – ranging from mild symptoms to severe illness. The CDC will continue to update [this list](#) as they learn more about COVID-19. Symptoms currently 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

### Isolation and Quarantine Period

According to the CDC, if an employee tests positive for COVID-19 (Isolation), regardless of vaccination status, they must:

- Isolate for at least five (5) days.
- If they have no symptoms or their symptoms are resolving after 5 days, they may end isolation and return to the office.
- The employee should continue to wear a mask around others for 5 additional days.
  - If the employee is unable to wear a mask when around others, they should continue to isolate for a full 10 days.
- If the employee has a fever, they should continue to isolate until they are fever-free for 24 hours without the use of fever-reducing medication.

If an employee was exposed to someone with COVID-19 (Quarantine) **AND** they (a) are up to date with their COVID-19 vaccination, OR (b) had confirmed COVID-19 within the last 90 days (meaning they tested positive using a viral test) **they do not need to quarantine**. They should:

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

If an employee was exposed to someone with COVID-19 (Quarantine) **AND** they (a) are not up to date with their COVID-19 vaccination OR (b) have not had confirmed COVID-19 within the last 90 days, they should:

- Stay home for 5 days. After that, they should continue to wear a mask around others for 5 additional days.
- If they cannot quarantine, they should wear a mask for 10 days.

- If the employee is unable to wear a mask when around others, they should continue to quarantine for 10 days.
- Test on day 5 if possible.

## **Returning to the Worksite After COVID-19 Leave**

Employees must meet the criteria outlined in, and should complete and sign, 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 regarding procedures for requesting administratively acceptable medical documentation in accordance with applicable policies and laws.

Employees who are well but live with someone diagnosed with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#) to prevent further spread of COVID-19. Employees must meet the criteria outlined in, and should complete and sign, the Attestation form in these situations as well.

## **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.

Telecommuting arrangements are still encouraged in instances where employees need to quarantine 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 with COVID-19. The employee would still need to follow the process outlined in the Statewide policy.

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 is not an available option, the employee may use any available accrued leave balances including sick, vacation, comp time, on-call earned and RHH<sup>1</sup> (codes: SIC, VAC, CPT, OCT, and RHT).

### Donated Leave

With appointing authority approval, an employee may donate accrued vacation leave or sick leave to an employee to be used as sick leave, in accordance with DHR's [Donated Leave Policy](#).

### 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.

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

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<sup>1</sup> RHH is a leave code only used by a few agencies; if you are unfamiliar with the code, it does not apply to you.

## Business Meetings or Mass Gatherings

Currently 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

Employees should visit [CDC.gov](https://www.cdc.gov) for information on travel considerations and requirements.

## Additional Employee Resources

The Office of Group Insurance worked diligently to ensure that the state health plan complies with all federal guidelines for COVID-19 and addresses barriers to care.

### **Compliance with Federal Coverage Requirements**

- Medically necessary COVID -19 testing covered at 100% for all plans.
- COVID-19 office visit, telemedicine, ER, doctors' visits 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.

## Employee Assistance Program (EAP)

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 That May be Used in Relation to COVID-19

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

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

		<ul style="list-style-type: none"> <li>● Caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.</li> </ul>
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"> <li>● Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>● Advised by a health care provider to self-quarantine related to COVID-19;</li> <li>● Experiencing COVID-19 symptoms and are seeking a medical diagnosis;</li> <li>● Caring for an eligible family member subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>● Caring for an individual that has been advised by a health care provider to self-quarantine because of COVID-19; or,</li> <li>● Caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.</li> </ul>
<b>State COVID-19 Specific Leave Codes</b>		
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 in the office.</p>