

Statewide Policy: 2019 Novel Coronavirus (COVID-19)
Updated: August 5, 2021

Contents

Disclosure.....	1
General Workforce Guidance.....	1
Considerations for Facility/Public Access Safety.....	3
Telecommuting.....	3
Leave Options Related to COVID-19	4
FMLA/ADA Considerations	4
Business Meetings or Mass Gatherings.....	4
Travel Guidance.....	5
Addendum A: Leave Codes Available Related to COVID-19.....	7

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, in order to maximize protection from COVID-19 variants and prevent possibly spreading it to others, both fully vaccinated individuals and unvaccinated individuals should wear a mask indoors in public if in an area of substantial or high transmission. The CDC recommends all individuals continue to adhere to prevention steps, such as wearing a mask, social distancing, and washing your hands.

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 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

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. Current CDC guidance can be found [here](#).

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 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. Employees must complete the Attestation form in these situations as well.

Considerations for Facility/Public Access Safety

The state entered into Stage Four of the Idaho Stay Healthy Guidelines effective May 11, 2021. As such, governmental agencies may continue operations at physical locations in the state of Idaho. Agencies should keep in mind state employees work in public service and must remain available to serve Idahoans.

To ensure continuity of operations, consider the following:

- Develop and implement measures to ensure employees and customers maintain at least six-foot physical distancing from other individuals whenever possible.
- Provide adequate sanitation and personal hygiene for employees, vendors, and patrons.
- Frequently disinfect commonly touched and high-traffic areas and regularly clean those areas.
- Identify how personal use items such as masks, face coverings, and gloves may be required by employees, vendors, and/or patrons.
- Provide services while limiting close interactions with patrons.
- Identify strategies for addressing ill employees, which should include requiring COVID-19 positive employees to stay at home while infectious and may include keeping employees who were directly exposed to the COVID-19 positive employee away from the workplace, and the closure of the business until the location can be properly disinfected.
- Implement additional protocols established in the Governor's Guidelines for Opening up Idaho and the business-specific protocols published at <https://rebound.idaho.gov/>.

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, 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 RHH¹ (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](#). 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 qualifying health condition under the ADA should consult with their supervisor and HR representative to discuss accommodation options.

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.

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

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.).
- If pre-travel, or return to work travel, testing is necessary, the agency will cover the cost of the test.

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

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.

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	<p>Deducts from an employee's available compensatory leave balance.</p> <p>Deducts from an employee's available compensatory leave balance.</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.

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	<p>Deducts from an employee's available on-call earned balance.</p> <p>Deducts from an employee's available on-call earned balance.</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.
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;

VAC (cont.)		<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.
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 in the office.</p>
CVT	<p>Provides 4-hours of leave to employees (permanent and temporary) who have received the vaccine by 8/31/21.</p> <p>To be used with ADT time codes.</p>	Appropriate for permanent and temporary employees to attend an appointment to receive the vaccine, symptoms related to receiving the vaccine, or as time off if they have already received the vaccine.
CVB	Provides FLSA covered employees accrued leave for hours more than 40 at time and a half.	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.

CVD	Provides FLSA exempt employees accrued leave for hours more than 40 at one to one.	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.
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>	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.
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>	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.
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</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.

	overtime (not worked on holiday) is coded to CVD.	
--	---	--