

DEPARTMENT OF MILITARY
UPDATED PUBLIC HEALTH LEAVE POLICY
EFFECTIVE JULY 2, 2021

The State's requirements for returning to on-site work have evolved as vaccines become more available and as new variants of COVID-19 have emerged. At present, all State employees have returned to work on-site.

Department of Military will continue to follow Arkansas Department of Health (ADH) COVID-19 requirements for our operations. *Please click the link to read more about Centers for Disease Control and Prevention Guidance. Link: <https://www.cdc.gov/>*

STATE EMPLOYEES DISPLAYING COVID -19 SYMPTOMS, CLOSE CONTACT TO A PERSON WITH COVID-19 AND POSITIVE TESTED EMPLOYEES

- State employees who are have Covid-19 symptoms shall not return to on-site work and monitor their symptoms closely. If the employee has close contact with an individual who has tested positive for Covid-19, or an employee tests positive for Covid -19, they will need to follow the ADH guidelines regarding testing and quarantining. Employee will need to notify their supervisor and check to see if remote work is available, if not they will receive (80) hours of Directors Authorized Leave until it's exhausted then the employee must utilize accrued leave.

In all instances of close contact and positive test results, employees MUST contact their supervisor and notify them that they are ill and will need to provide a ***physician's note** stating the length of the quarantine period advised by their health care provider, and the date it is safe to return to work. (**if you have quarantined per your doctor's orders, you will not need to be retested upon return, but the DOM will need to see the health provider's note stating the length of your quarantine prior to return.*)

TYPE OF LEAVE USED

- **Directors Authorized Leave & Remote Work** has been reinstated effective **July 2, 2021** only for State Employees who contract Covid-19 or are exposed to someone who has tested positive for Covid-19 or are experiencing symptoms of Covid-19.
- If remote work is not possible, then the State employee shall receive Director's Authorized Leave for up to eighty (80) hours. Once the eighty (80) hours of Director's Authorized Leave is exhausted, then State employees MUST use their accrued sick leave. The State employee shall not report to work until the quarantined time has lapsed. The length of quarantine is

determined by the State employee's healthcare provider and the ADH. Employee must present documentation to the Departments Benefits' Liaison and their immediate supervisor upon return to work.

- If an employee leaves work sick, and it is determined that the employee did not have Covid-19 the employee will utilize their regular accrued sick leave. Directors Authorized Leave **will not** be utilized unless it is approved by the Chief of Staff. Each case will be approved on a case by case basis.
- State employees at DOM are not being screened at the entrance but if you have any of the symptoms below prior to entering DOM premises then we ask that you not remain at the workplace, request sick leave from your employer until you have been seen by a physician.
 - A Fever of 100.4°F?
 - Cough, shortness of breath, or any other COVID-19 symptoms
 - Have you had Pneumonia recently? How recent?
 - Returned from overseas travel or from states/metropolitan areas considered hot spots for COVID-19 spread in the last 14 days
 - Contact with anyone who has COVID-19 within the last 14 days
 - The Human Resources Director of the Department shall report all positive Covid-19 information to the ADH Outbreak Response Team immediately for tracking purposes.

GUIDANCE ON BEHAVIOR WHILE AT ON-SITE WORK

- While conducting on-site work, State employees **MUST** socially distance themselves at least six feet away from other State employees if you are not fully vaccinated. If this is not possible, State employees **MUST** wear a face mask or face covering that completely covers their nose and mouth while at work while inside state buildings on the DOM posts, if employee's have not been fully vaccinated, and a building has posted signage on a building that requires you to wear a mask, even if you have been vaccinated please be respectful of others safety and wear a mask.
- State employees may **not** hold in-person meetings of more than 10 people, and participants are encouraged to utilize a conference call or video option.
- Departments may not hold work-related conferences of more than 50 people. The venue must accommodate sufficient social distancing. Participants are encouraged to utilize a video or call-in option.

Travel

- Departments will minimize non-essential travel. All business travel must be approved by the Secretary of the Department.

Covid-19 Vaccination:

State Employees will be allowed a total of (8) hours of leave to receive Covid-19 vaccinations only. You may split the 8 hours up between the two dosages being administered. Those receiving the Janssen Covid-19 1 dose shot, you are allowed (4) hours leave. This leave request is not to be entered into the EASE system, you must receive your supervisors' approval prior to taking the leave time.

Supervisors' you are responsible for monitoring the allowed leave of your state employees. Directors Authorized Leave can only be utilized for illness and quarantine associated with Covid-19.

Covid-19 Vaccination Request Steps:

Step I.

State Employee must first request the leave time from their supervisor notifying the supervisor that they that have an appointment to receive the covid-19 vaccine. (Moderna, Pfizer, or Janssen).

Step II.

Second, State Employee must present the covid-19 card to their direct supervisor as documentation of the vaccine received for both doses. This information will be shared with the Benefits Liaison, if the timeframe of the dosage is received prior to August 20, 2021 the employee will receive the Governor's incentive of up to \$100.00 which will be added to their paycheck.

These requirements replace and repeal the previous "COVID-19 Return to On-site Work Plan." Departments, including those with situation-specific guidance, should continue to follow ADH COVID-19 requirements for their operations. Effective July 2, 2021

