

**DEPARTMENT OF MILITARY**  
**UPDATED PUBLIC HEALTH LEAVE POLICY**  
**Return to Work and Leave Policy Updates**

Revised January 18, 2022

**SCOPE**

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.

**POLICY**

This policy only applies to State employees who contract COVID-19, are exposed to someone who has tested positive for COVID-19 or are exhibiting symptoms of COVID-19. All other State employees are required to maintain their normal work routine

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

- State employees who 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 test positive for Covid -19, they will need to follow the ADH and Centers for Disease (CDC) guidelines regarding testing and quarantining. Employee will need to notify their supervisor and check to see if remote work is available. Remote work is determined by the Secretary of the Department. If remote work is not possible, then the State employee shall use his or her accrued sick, annual, holiday, or birthday leave. A State employee may be approved by his or her department for leave without pay after the State employee has exhausted all accrued 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.

In all instances of close contact (without Covid-19 vaccination) 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.*)

**STATE EMPLOYEES EXHIBITING SYMPTOMS OR WHO HAVE TESTED POSITIVE**

**QUARANTINE GUIDANCE FOR INDIVIDUALS WHO HAVE BEEN VACCINATED**

Vaccinated individuals with an exposure to someone with suspected or confirmed Covid-19 are **NOT** required to quarantine if they meet ALL the following criteria below:

- Are fully vaccinated (2 weeks or more has passed since receipt of the second dose in a 2-dose series, or 2 weeks or more has passed since receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current Covid-19 exposure

## **EXPOSURE TO SOMEONE WITH POSITIVE COVID-19**

### **If you were exposed to COVID-19 and **ARE** up to date on COVID-19 vaccinations**

- No quarantine-**You do not need to stay home unless you develop symptoms.**
- Monitor your symptoms until 10 days after you have had close contact with someone with positive Covid-19.
- Take precautions until day 10 Wear a Mask, if symptoms develop, you may need to see a doctor

### **If you were exposed to Covid-19 and you are **NOT** up to date on your Covid-19 Vaccinations:**

- Quarantine for **5** days at home, (HR will date your five days from the date of your physicians note or positive test provided to HR).
- Monitor your symptoms, during your quarantine period of (5) days. Return to work on day 6 with a well-fitted mask, continue to wear your mask for at least **10** days after your exposure while here at the DOM.

### **Exposed and have had confirmed Covid-19 within the past 90 days**

- **No Quarantine-** You **do not** need to stay at home unless you develop symptoms.
- Monitor your symptoms, take precautions, and wear your mask for **10 full days** any time you are around others in home or in public.

### **Tested Positive for Covid-19 or have symptoms regardless of Vaccination Status**

- Stay home for at least **5** days, isolate from others. Supervisors will require a doctor's note according to OPM Sick Policy [59-SickLeave.pdf](#)
- After 5 full days of isolation and you are fever free and no symptoms, continue to take precautions and wear a well-fitted mask until day 10.

**Covid-19 Home Test** employees utilizing Covid-19 Home Test will utilize their own accrued sick leave for leave associated with Covid-19 virus.

### **Sick Policy**

The Department of Military will continue to utilize TSS/OPM Sick Policy #59 Employees who are on sick leave for 5 or more consecutive days and must furnish a certificate of illness from an attending physician.

## **TYPE OF LEAVE USED**

### **Accrued Leave**

Employees who have exhausted all his or her accrued sick leave and is still required to quarantine, the employee shall use his or her accrued annual, holiday, or birthday leave.

### **Extraordinary Leave Request:**

#### **Catastrophic Leave**

Employee who has exhausted all accrued leave and requires continuing treatment by a healthcare provider due to Covid-19 symptoms, they may be eligible for Catastrophic Leave. Employee will need to contact the DOM Benefits for more information about eligibility for Catastrophic Leave.

#### **Leave Without Pay**

Employees who exhaust all leave due to Covid-19 symptoms, will need to request LWOP approval for absences from the Director.

*Directors Authorized Leave-Leave is no longer available effective January 18, 2022.*

## **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.

## **MEETINGS AND CONFERENCES**

- 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 TIME GRANTED TO RECEIVE 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.

### **DEFINITIONS:**

Isolation and quarantine are [public health practices](#) used to protect the public by preventing exposure to people who have or may have a contagious disease.

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.
- **UP TO DATE VACCINATIONS:** Means a person has received all recommended Covid-19 vaccines, including any booster when eligible.
- **Fully vaccinated means:** A person has received their primary series of Covid-19 vaccines

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/>*

The Department of Military will abide by CDC latest guidelines for quarantine and isolation time frames.