

**IDAHO MILITARY DIVISION**  
**STATE EMPLOYEE RETURN TO WORK PLAN AND GUIDANCE**  
(as of January 1, 2021)

Following the Governor's guidance provided on the website, Idaho Rebounds: Our Path to Prosperity ([Click Here](#)), along with guidance received from the Department of Defense (DOD), National Guard Bureau (NGB) and the Division of Human Resources (DHR), the Idaho Military Division (IMD) is implementing this comprehensive return to work plan and guidance to resume business operations and safely return employees to the workplace. **For current guidelines, see Stage 2 below.**

Stages of Reopening:

- Stage 1: 01 May 2020 – 15 May 2020
- Stage 2: 14 Nov 2020 – Present ([Click Here](#))  
16 May 2020 – 29 May 2020
- Stage 3: 27 Oct 2020 – 13 Nov 2020 (*Returned to modified Stage 2*)  
30 May 2020 – 12 Jun 2020
- Stage 4: 13 Jun 2020 – 26 Oct 2020 (*Returned to Stage 3*)

State of Idaho Official Resources for COVID-19 ([Click Here](#))

### Re-opening the Idaho Military Division

The following guidelines establish the Adjutant General's (TAG's) intent for re-opening workplaces in the Idaho Military Division (IMD). These guidelines nest with the plans of the Governor and the White House for opening our economy. Please consult those plans for additional details, particularly regarding what you can/should do, personally, to cooperate with this effort. In particular, employees of the IMD will be expected to comply with the "Individual" requirements at each stage of the Governor's plan.

The overall intent is to safely and responsibly resume maximum capability to accomplish our missions as soon as possible. The IMD has a responsibility to respond to State and Federal needs, therefore, it is imperative we maintain a unique state of readiness and preparedness. With staged re-opening, the White House and Governor Little have provided the opportunity to begin to reestablish the strength of our readiness capability.

The key to restoring and maintaining our capabilities, is to ensure we have safe environments in which to work. Re-opening safety standards, at a minimum, include:

- First and foremost, symptomatic personnel and those feeling unwell should NOT be in our workplaces, and instead should stay home/go home, contact the **IMD COVID-19 Hotline (1-888-252-3285)**, and seek treatment, if appropriate. Commanders, managers and supervisors have the Adjutant General's full support in requiring the immediate departure from the workplace, any personnel who exhibit symptoms of illness. If such need arises, separate the employee from others and coordinate with the Human Resources Office (HRO). Arrange safe transport home or to a healthcare provider, if necessary.
- Second, while in the workplace or on IMD installations/properties, personnel are expected to maintain at least a 6 foot distance between themselves and other people. Face masks are encouraged to be worn any time, but are required for any brief, unavoidable periods of time the 6 foot distance cannot be maintained. This distancing requirement may require rearrangement of the workspace.

- Third, group gatherings are graduated by stages in the Governor's plan, and those prescriptions apply in IMD workplaces, including both official and unofficial gatherings. Commanders, managers and supervisors are expected to organize work related meetings, as well as manage where and when people congregate informally (breakrooms, lunchrooms, etc.) to comply with the Governor's staged restrictions.
- Fourth, commanders, managers and supervisors are expected to continually ensure the physical cleanliness and sanitation of the workspace. This requirement exceeds current custodial services provided, and you will need to take responsibility to ensure regular maintenance of these high cleanliness standards. The IMD has focused spending to ensure an adequate supply of cleaning supplies to make sure we're all able to meet standards. Coordinate any need for such supplies and personal protective equipment (PPE) through your full-time chain of command, supervisory chain or building manager, as applicable.
- Fifth, commanders, managers and supervisors may continue to limit access to facilities or portions of facilities to mission essential movement/access to limit the vector for this disease. These safety concerns will be compounded as employees telecommuting (teleworking) and/or on leave return to workplace, and must be factored into your planning/preparation.

### **Phasing Employees Back to Work**

On or after 1 May 2020, once the five minimum safety standards above are met and can be maintained, commanders, managers and supervisors may return all healthy (non-vulnerable) personnel to the normal workplace at a pace that is, in their professional judgement, necessary to restore maximum mission effectiveness. The options for telecommuting (telework) and/or flexible work schedules continue to be effective alternatives when the workplace cannot be made adequately safe, or when their use enhances mission accomplishment. These alternatives may also be effective in mitigating elder care, child care and/or remote learning concerns. Leave is an option for eligible personnel who require absence and are unable to telework or flex some or all work hours. Employees and supervisors should consult with Human Resources regarding available leave options and eligibility criteria.

An important consideration is the return of those personnel who constitute our vulnerable population as identified by CDC: elderly (+65), pregnant women or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy. Personal self-report of any of the identified conditions is satisfactory to establish vulnerability. In Stage 2, vulnerable personnel may return to work if mandatory physical distancing and sanitation requirements can be met. Reasonable accommodations including telework and flexible schedules will be considered on a case by case basis.

Should the IMD be required to return to a prior stage, this plan and guidance will be updated accordingly.

Complacency is our enemy. Avoid the natural tendency to relax standards as we become accustomed to these new requirements. Your efforts to remain vigilant and steadfast in meeting the intent of this guidance will be crucial in overcoming this pandemic.

### **IMD COVID-19 Hotline (1-888-252-3285)**

The IMD COVID-19 Hotline, manned 24/7, serves as the IMD's medical advisory authority and single point of IMD workforce-wide reporting and data collection for known or suspected COVID-19

exposure, positive COVID-19 test results, dates of directed self-quarantine/isolation, and contact tracing across IMD's integrated workforce (federal, state and military).

Calls outside of 0700-1700, Monday–Friday, are forwarded to on-duty personnel and may ring for an extended period before being answered. Caller voice messages will be returned as promptly as possible.

**IMD personnel (State, Federal and Military) should call the IMD COVID-19 Hotline under any of the following circumstances:**

- If you have been exposed to an individual that tested positive, or have tested positive for COVID-19.
- If you are feeling sick or unwell (anything out of the ordinary)
- If you have questions about COVID-19 quarantine procedures due to potential exposures.
- If you are hospitalized from COVID symptoms.
- If you have other COVID-19 related concerns.

Employees will adhere to IMD COVID-19 Hotline direction. Exceptions for reduced self-quarantine/isolation periods resulting in early return to work must be pre-approved by an authorized COVID-19 Hotline Medical Officer.

IMD State employees not in compliance with direction given by the IMD COVID-19 Hotline may be subject to corrective or disciplinary action.

### **COVID-19 Safety Precautions**

It is important we all understand our responsibilities for staying healthy and limiting our risk of exposure inside and outside of the workplace. Additionally, should an employee have a known exposure or test positive for COVID-19, Return to Work guidance is necessary to ensure the safety of all employees.

### **Return to Work**

Employees who **may** have been exposed, have been exposed, or have tested positive for COVID-19 should not return to work until the IMD COVID-19 Hotline directed criteria to discontinue home isolation is met.

### **Exposed to COVID-19**

If you had close contact exposure to someone with COVID-19, defined by CDC as: Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated:

- Notify supervisor and the IMD COVID-19 Hotline (1-888-252-3285).
- Stay home for 14 days after last exposure.
- Maintain social distance of at least 6 feet from others at all times.
- Avoid contact with people at higher risk for severe illness from COVID-19.
- Self-monitor for symptoms (feeling sick, unwell or out of the ordinary).
- Check temperature twice a day.
- Notify supervisor and the IMD COVID-19 Hotline (1-888-252-3285) if symptoms develop while self-quarantined/isolated.

## **Confirmed or suspected COVID-19**

Options to discontinue self-isolation include a symptom-based strategy (i.e., time-since-illness-onset and time-since-recovery), or a test-based strategy. Consult the IMD COVID-19 Hotline (1-888-252-3285) for applicable standards.

### **Positive COVID-19 test with NO symptoms and under self-isolation.**

Options to discontinue self-isolation include a time-based strategy, or a test-based strategy. Consult the IMD COVID-19 Hotline (1-888-252-3285) for applicable standards.

## **Travel**

Work Travel. IMD supports training and networking opportunities, however, at this time, out-of-state travel should be limited to essential travel only.

Consult the IMD COVID-19 Hotline (1-888-252-3285) for current travel guidance and/or restrictions.

COVID-19 cases are rapidly increasing across the country, with numerous “hot spots” regularly identified. Any considerations for work related out-of-state travel should add-in the possibility of a 14-day quarantine upon arrival at your destination, and possibly upon your return to Idaho. If you feel you have an essential travel request, work with your supervisor to determine if other options might be available and, if not, how a prolonged absence from your regular duty location might affect your work group.

Should an IMD employee find it necessary to travel for work to a “hot spot”, the employee may be directed to self-quarantine upon return to Idaho. Employees should plan to telework while self-quarantined. An approved telework agreement must be in place prior to telework. Employees and supervisors should follow the IMD Telework Program policy (IDNG 51), including the required signed documents, and the development of tasks and responsibilities while teleworking.

Personal Travel. Many locations around the country are experiencing spikes in COVID-19 cases. When on personal travel, be aware of the COVID-19 status of your travel location and/or destination. A number of states are limiting travel from Idaho due to our extreme spike in cases, and are requiring a 14-day quarantine upon your arrival from Idaho. Conversely, should you choose to visit an area that is experiencing a spike in COVID-19 cases, you may be directed to complete a 14-day self-quarantine upon return to Idaho. Consult the IMD COVID-19 Hotline (1-888-252-3285) for current travel guidance and/or restrictions.

As recommended by the CDC, cruise ship travel and some out of country travel should be deferred. Any IMD State employee participating in voluntary cruise ship or out of country travel could be required to self-quarantine for 14 days upon return to Idaho. Consult with the IMD COVID-19 Hotline (1-888-252-3285), to determine eligibility to return to your IMD workplace.

Self-quarantine time due to voluntary personal travel may be considered personal leave (vacation) unless alternative telework arrangements are agreed upon and approved by the supervisor in advance of travel.

Employees required to self-quarantine upon returning from voluntary personal travel are generally ineligible for the State’s expanded COVID leave options. Consult with HRO for consideration on a case-by-case basis.

Should telework be necessary, an approved telework agreement must be in place prior to teleworking. Employees and supervisors should follow the IMD Telework Program policy, including the required signed documents, and the development of tasks and responsibilities while teleworking. See the IMD Telework Program policy (IDNG 51).

## **Supervisors / Employees**

An infected employee's privacy must be protected to the greatest extent possible and their identity should not be disclosed. Management should share only that information determined to be necessary to protect the health of the employees in the workplace, but maintain health information confidentiality.

Contact the IMD COVID-19 Hotline (1-888-252-3285) regarding known or possible exposure within the workplace, or within the workforce if contact occurred outside of the immediate workplace/work group.

Notify Human Resources (*POCs below*) when a State employee is sick/unwell at work, tests positive for COVID-19 and/or is directed to self-quarantine/isolate. HRO will prepare notifications of possible workplace exposure as necessary, and will advise supervisors/employees regarding telework and/or available leave options.

Telework is the default first option when an employee is unable to be present in the workplace. Beyond regular job duties, consider other work-related professional growth opportunities beneficial to the employee/employer (technical, professional, leadership development via online training, research, reading, etc.). Inquire with Human Resources regarding available leave options when an employee is unable to telework or chooses not to telework. Employees who are capable, but decline to perform available telework, are generally ineligible for the State's expanded COVID-19 leave options. Consult with HRO for consideration on a case-by-case basis.

The availability of paid and unpaid leaves under the Families First Coronavirus Response Act (FFCRA) expired December 31, 2020. The COVID-19 specific timecodes for Emergency Paid Sick Leave and Emergency Family and Medical Leave cannot be used after December 31st, and will be deactivated in I-Time by the State Controller's Office on January 15, 2021.

The expanded COVID-19 options for Telecommuting (Telework), Donated Vacation/Sick Leave and Advanced Sick Leave remain available. Contact Human Resources to discuss options and eligibility based on individual circumstances, and to obtain applicable forms/procedures.

Human Resources will validate with the IMD COVID-19 Hotline, employee eligibility for all requested leave benefits provided under the State's expanded COVID-19 leave options and the allowable dates for use of such leave.

## **Human Resources**

Primary Human Resources POCs for COVID-related matters are:

- Paula Edmiston, HR Manager, at (208) 801-4270 or [pedmiston@imd.idaho.gov](mailto:pedmiston@imd.idaho.gov) and
- Mary Ann McCool, HR Specialist, at (208) 801-4271 or [mmccool@imd.idaho.gov](mailto:mmccool@imd.idaho.gov).

Primary Human Resources POC for Telework is:

- Gloria Duncan, Supervisory HR Specialist, at (208) 801-4273 or [gduncan@imd.idaho.gov](mailto:gduncan@imd.idaho.gov).

In addition to this guidance, please see "A Guide for the State of Idaho Workforce – Return to Work and Stay Healthy" ([Click Here](#)) guidance for additional information.

### **Taking Personal Responsibility for Success of Re-opening**

In the event that an employee does not comply with these guidelines, supervisors should meet with the employee as soon as possible to discuss their concern. Consult with Human Resources if the matter cannot be resolved.

Employees should understand that if they do not comply with the guidelines outlined herein, they may be subject to corrective or disciplinary action.