



NEBRASKA NATIONAL GUARD

JOINT FORCE HEADQUARTERS
2433 NORTHWEST 24TH STREET
LINCOLN, NEBRASKA 68524-1801

NGNE-TAG

06 August 2020

MEMORANDUM FOR ALL NENG AND NMD EMPLOYEES

SUBJECT: Nebraska National Guard COVID-19 Mission Command Guidance Update

1. With the start of school just around the corner, I realize varying school schedules and remote learning options may present additional challenges to some of our employees' ability to perform within their normal work schedule. The Nebraska National Guard and Nebraska Military Department values our employees and families and will continue to offer necessary flexibilities within the workplace.
2. We also have a responsibility to our communities, State and Nation to maintain readiness and preparedness to respond quickly to needs that arise. Balancing between the needs of our employees and the mission requirements of the Nebraska National Guard and Nebraska Military Department is imperative. Directorates' and Commanders' will use their professional judgement to evaluate their areas of responsibility, employ mitigation strategies, and utilize available flexibilities as appropriate to safely and effectively accomplish the mission while addressing employees' needs.
3. As a reminder, the following protective health measures remain in effect:
 - a. Symptomatic personnel should NOT be working on site. If you don't feel well, stay/go home, seek treatment if necessary, and immediately notify the appropriate Nurse Case Manager listed below and your Supervisor. Commanders, Directorates and Supervisors have my full support in requiring immediate departure from the workplace of any personnel who exhibit symptoms of illness.
 - b. Respond honestly to screening questions and follow instructions of screeners. If you have questions, please contact the Nurse Case Manager on duty.
 - c. Report any potential COVID-19 exposures or symptoms to the Nurse Case Manager. If it is determined you need to quarantine or isolate, notify your Supervisor immediately.
 - i. ARNG Case Manager – CPT Seanna Maltezo, 402-309-1874, seana.m.maltezo.mil or 2LT Kristen Eslick-Coats, 402-309-1874, Kristen.r.eslick-coats.mil@mail.mil
 - ii. ANG Case Manager – Capt Sherry Rundell or Lt Cody Wyatt at 402-309-1006.
 - iii. State Employees – Contact the ARNG Case Manager. The Nurse Case Manager will provide recommendations to State Human Resources. State HR will determine appropriate

actions and contact the employee.

d. While in the workplace or on our installations, I expect personnel to maintain at least a six-foot distance between themselves and other people. Wear of cloth facial coverings or masks is required when it is not possible to maintain six feet separation. I recommend wearing or carrying your mask when you are outside of your work area since unplanned conversations often occur in the hallways or bathrooms.

e. Frequently wash your hands with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

f. Commanders, Directorates, and Supervisors are expected to continually ensure the physical cleanliness and sanitation of the workspace. High contact areas should be cleaned a minimum of three times daily. Coordinate any need for such supplies or PPE through your chain of command.

4. The following work place flexibilities remain options for Commanders and Directorates to utilize at their discretion.

a. Telework flexibilities – Telework is available in the following situations:

i. Employees who are at higher risk for COVID-19 due to age or underlying health conditions that cannot be adequately mitigated and can effectively perform duties from home.

ii. Employees quarantined by a health care professional that can effectively perform duties from home.

iii. Other employees to the degree Commanders/Directorates determine they are able to effectively perform their duties from home without degradation to the continuity of operations.

b. Schedule flexibility – Alternate work schedules including a maxi-flex work schedule are authorized per HRO-18-02, Military Department Policy-Alternate Work Schedule. In addition, the exception to policy to HRO-18-02, remains in effect. This ETP suspends the established core hours and flexible hours to allow for maximum flexibility of work hours. Commanders and Directors can utilize this flexibility for risk mitigation strategies such as developing shifts as well as a case by case basis for individual employee needs.

c. Weather and Safety Leave – Weather and Safety leave should be used sparingly when an employee is not able to telework and their presence in the workplace poses a safety risk to themselves or others. For example, employees considered vulnerable due to age or underlying health risks or employees advised by health care professionals to self-quarantine. All Weather and Safety leave requests must be approved through HRO.

5. If you have challenges that impact your normal work schedule, please work through your chain of command to determine if available flexibilities are appropriate. If you have questions regarding various leave options, please contact Human Resources. As we continue to receive additional guidance from Federal or State authorities, be prepared to adjust as necessary.

6. Point of contact is Lt Col Nicole Nuss, HRO at 402-309-8170 or nicole.d.nuss.mil@mail.mil

DARYL L. BOHAC
Major General
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