

State Agency Guidance Pertaining to COVID-19

Flexibility for Teammates?

Directorates and people leaders will be providing teammates more flexibility with their work schedules. Options available may include working different shifts, flexible work schedules, telework, staggering shifts and alternate work locations with supervisory and HR approval. The Department of Administrative Services (DAS) will be providing revised teleworking policies and forms.

Social Distancing?

The spread of the virus can be to some extent mitigated by leveraging social distancing. While good judgement should be exercised currently when evaluating travel and large meetings, it may become necessary to apply even stricter and broader guidelines for travel and meetings to maintain social distancing up to and including cancellation (no meetings with 10 or more present). Teammates who are ill should stay home. Teammates who come to work showing symptoms of being ill will be sent home.

What is the guidance for teammates who are ill with COVID-19?

Teammates or people leaders who are ill with COVID-19 or showing symptoms of the virus should **STAY HOME** from work and follow the treatment instructions of health care professionals. Teammates who are ill should utilize accrued sick leave, vacation leave or comp leave. There may be additional paid leave benefits such as advanced sick or vacation leave or leave without pay (unpaid leave option). The intent of DAS is to suspend any co-pays or fees related to COVID 19 testing if the teammate is in a category that merits testing. Thus far, testing has been limited to those with risk factors, but testing should become more widely available in the near future per public health partners.

Teammates advised by health care professionals to self-quarantine?

Teammates or people leaders who are advised by health care professionals that they should self-quarantine should **STAY HOME** from work and follow the treatment instructions of health care professionals. Teammates who are self-quarantining may utilize accrued sick leave, vacation leave or comp leave OR make arrangements to telework. Other leaves may also become available. The intent of DAS is to suspend any co-pays or fees related to COVID 19 testing if the teammate is in a category that merits testing. Thus far, testing has been limited to those with risk factors, but testing should become more widely available in the near future per our public health partners.

What is the guidance for teammates who are caring for an immediate family member who is ill and/or quarantined with COVID-19,

Teammates should follow the direction of health care professionals. Accordingly, teammates may utilize sick leave (only if family member is ill), vacation, or compensatory time upon request for the portion of the day devoted to caregiving. These teammates may request telework for the portion of the day not devoted to caregiving. If telework is not available, the teammate may be placed in paid ready to work status as appropriate and approved by the State Personnel Director.

School closures?

If a parent is caring for a child due to a COVID-19 related school closure, but neither the parent or the child have symptoms of the disease, the the teammate may use vacation, or comp leave. However, a telework arrangement may be available to that teammate which would allow the teammate to work, and provide care for their children. When the employee is fully working, then they will record working hours; and when they are providing child care, they may use vacation or comp leave. Flexible work schedules can also be accommodated.

Travel?

Any official State of Nebraska travel has been suspended immediately. More information will be forth coming from the Department of Administrative Services. Personal travel is not recommended by the CDC.

Other guidance:

- **Work Options** - Agencies are encouraged to be as flexible as possible to provide telework, remote work, and ready to work status options to teammates as needs may dictate. The intent is that no teammate's compensation is negatively impacted due to the implications of COVID-19.
 - Telework: Agency leadership and/or human resources should review the [Telecommuting Guidelines](#) (**revised policy is forth coming**) on the State Personnel website. This guide provides information related to recording hours worked, IT equipment, safety, worker's compensation, and confidentiality issues. The normal process may be adjusted/waived as needed to expedite telework options for teammates not currently in a telecommuting agreement. Some positions will not lend themselves to teleworking.
 - Remote Work: If full telework options are not available, meaningful and productive remote work may be an option, such as email communications, project work, policy & procedures work, relevant training, etc.
 - Ready to Work: In the event that normal workplaces may have to adjust operating hours, limit access or temporarily close, teammates who don't have the option of telework or remote work, but are otherwise able to work may be placed in a paid ready to work status as appropriate and approved by the State Personnel Director. The ready to work process will be expedited as needed to prevent any interruption in teammate pay. Temporary teammates are eligible for ready to work status as described above.

Continuation of Insurance coverage if on leave without pay for 14 days?

Provisions are in place so that teammates who may be on leave without pay for 14 days or more can maintain their health insurance by agencies and teammates continuing to pay their respective premiums.

FAQs??

DAS will be disseminating an FAQ document to ensure consistent application of policy and procedures across agencies.

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