



Colleagues,

As the country continues to respond to Novel Coronavirus, more commonly known as COVID-19, I am working closely with Dr. Box and her team at the Indiana State Department of Health (ISDH) as well as other state agencies that are playing key roles to coordinate state efforts. We are in frequent contact with federal and local officials as well as numerous employers and those running large events to stay on top of concerns and update guidance.



I am committed to ensuring we maintain a safe and healthy workplace for you. At the same time, our job is to provide essential government services that Hoosiers need now more than ever. Here are updates to our state operations:

- Beginning today, all official out-of-state and international travel will be limited for the next 45 days. Exceptions will be made for essential travel. Please discuss with your manager and HR to determine if your travel is essential.
- Follow the Centers for Disease Control & Prevention (CDC) and U.S. State Department guidance for your personal travel plans. We know spring break activities are beginning, and we advise you to be cautious.
- The CDC and State Department also have advised Americans to avoid traveling on cruise ships.
- Please ensure you keep your work stations clean, wash your hands frequently, and disinfect common areas.
- Employees are encouraged to stay home when they are ill. This is not a change from current practice.
- Please review the guidance below from the Indiana State Personnel Department (INSPD) regarding the use of accrued leave and other workforce related guidance.
- Agencies may review remote work options for employees as appropriate for limited durations while ensuring that normal levels of service are available.

Please discuss questions and concerns with your manager and local HR representative. INSPD has also established a call center within the Employee Relations Division at 1-855-773-4647, Option 4 that is available during normal work hours for additional assistance.

This is a rapidly evolving situation and we will keep you informed as developments occur. Thank you for your efforts to provide excellent government service during this uncertain time.

Best wishes,

A handwritten signature in black ink that reads "Eric J. Holcomb".

Eric J. Holcomb

# Indiana State Personnel Department COVID-19 Workforce Guidance

The following information provides workforce guidance related to COVID-19 matters. This guidance will be updated as new information becomes available.

For purposes of this document, items listed in the 'REQUEST' column are subject to manager and HR approval. The application of appropriate solutions will vary among employees based on a variety of considerations (position type, leave balances, etc.).

See corresponding notes below the grid for additional information.

IF	ACTION	REQUEST
You are diagnosed with COVID-19	<ul style="list-style-type: none"> <li>• Inform your manager and HR representative</li> <li>• Request to use leave</li> <li>• Continue medical treatment (see #1)</li> </ul>	<ul style="list-style-type: none"> <li>• Accrued Sick Leave</li> <li>• Accrued Vacation Leave (see #2)</li> <li>• Accrued Personal Leave (see #2)</li> <li>• Earned Compensatory Time (if applicable for non-exempt employees; see #3)</li> <li>• Accrued Compensatory Time (if applicable for exempt employees; see #3)</li> <li>• FMLA Leave (see #4)</li> <li>• Authorized Leave without Pay (see #5)</li> </ul>
You do not have <a href="#">symptoms</a> but have been instructed to stay home or are under quarantine due to a potential exposure to COVID-19	<ul style="list-style-type: none"> <li>• Inform your manager and HR representative</li> <li>• Request to use leave or work remotely, if applicable (see #6)</li> <li>• Seek medical treatment/ diagnosis for COVID-19 if symptoms become present</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary remote work (if applicable, see #6)</li> <li>• Accrued Sick Leave</li> <li>• Accrued Vacation Leave (see #2)</li> <li>• Accrued Personal Leave (see #2)</li> <li>• Earned Compensatory Time (if applicable for non-exempt employees; see #3)</li> <li>• Accrued Compensatory Time (if applicable for exempt employees; see #3)</li> <li>• Authorized Leave without Pay (see #5)</li> </ul>
You don't want to come to work because you are afraid of catching COVID-19	<ul style="list-style-type: none"> <li>• Discuss with your manager and HR representative</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary remote work (if applicable, see #5)</li> <li>• Accrued Sick Leave</li> <li>• Accrued Vacation Leave (see #2)</li> <li>• Accrued Personal Leave (see #2)</li> <li>• Earned Compensatory Time (if applicable for non-exempt employees; see #3)</li> <li>• Accrued Compensatory Time (if applicable for exempt employees; see #3)</li> </ul>

IF	ACTION	REQUEST
<p>You have a child whose school has been closed because of COVID-19 but your child is not sick</p>	<ul style="list-style-type: none"> <li>• Inform your manager and HR representative</li> <li>• Request to use leave or work remotely, if applicable (see #6)</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary remote work (if applicable, see #6)</li> <li>• Accrued Sick Leave</li> <li>• Accrued Vacation Leave (see #2)</li> <li>• Accrued Personal Leave (see #2)</li> <li>• Earned Compensatory Time (if applicable for non-exempt employees; see #3)</li> <li>• Accrued Compensatory Time (if applicable for exempt employees; see #3)</li> <li>• Authorized Leave without Pay (see #5)</li> </ul>
<p>You have or provide care for a spouse, child, parent, or person residing in your household quarantined due to a risk of exposure to COVID-19</p>	<ul style="list-style-type: none"> <li>• Inform your manager and HR representative</li> <li>• Request to use leave or work remotely, if applicable (see #6)</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary remote work (if applicable, see #6)</li> <li>• Accrued Sick Leave</li> <li>• Accrued Vacation Leave (see #2)</li> <li>• Accrued Personal Leave (see #2)</li> <li>• Earned Compensatory Time (if applicable for non-exempt employees; see #3)</li> <li>• Accrued Compensatory Time (if applicable for exempt employees; see #3)</li> <li>• Authorized Leave without Pay (see #5)</li> </ul>
<p>You are the primary caregiver for a family member sick with COVID-19</p>	<ul style="list-style-type: none"> <li>• Inform your manager and HR representative</li> <li>• Request to use leave</li> <li>• Seek medical treatment/diagnosis for COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• Accrued Sick Leave</li> <li>• Accrued Vacation Leave (see #2)</li> <li>• Accrued Personal Leave (see #2)</li> <li>• Earned Compensatory Time (if applicable for non-exempt employees; see #3)</li> <li>• Accrued Compensatory Time (if applicable for exempt employees; see #3)</li> <li>• FMLA Leave (see #4)</li> <li>• Authorized Leave without Pay (see #5)</li> </ul>
<p>A state employee is confirmed to have COVID-19</p>	<ul style="list-style-type: none"> <li>• Agency leaders at the affected worksite will work with their HR representative to properly inform employees of their possible exposure</li> <li>• Maintain confidentiality as required by the Americans with Disabilities Act</li> <li>• Partner with other agencies as needed (IDOA, ISDH, etc.)</li> </ul>	<p>N/A</p>

IF	ACTION	REQUEST
<p>You have information causing you to believe an individual at your worksite has been exposed, or is experiencing symptoms of, COVID-19</p>	<ul style="list-style-type: none"> <li>• Inform your manager and HR representative</li> <li>• Managers in conjunction with HR should review the Centers for Disease Control &amp; Prevention’s (CDC) <a href="#">definition of a Person Under Investigation (PUI)</a></li> <li>• Symptomatic people meeting the CDC’s definition of a PUI should be removed from the worksite and immediately contact the nearest hospital ER</li> <li>• Review the <a href="#">CDC’s decision matrix</a> to help assess the need to remove an employee from a worksite</li> </ul>	<p>(applies to PUI)</p> <ul style="list-style-type: none"> <li>• Temporary remote work (if applicable, see #6)</li> <li>• Accrued Sick Leave</li> <li>• Accrued Vacation Leave (see #2)</li> <li>• Accrued Personal Leave (see #2)</li> <li>• Earned Compensatory Time (if applicable for non-exempt employees; see #3)</li> <li>• Accrued Compensatory Time (if applicable for exempt employees; see #3)</li> <li>• Authorized Leave without Pay (see #5)</li> </ul>

**ADDITIONAL NOTES:**

- 1) Follow the [CDC’s guidance](#) on medical treatment.
- 2) For a temporary period of time, the flexible use of Vacation, Personal, and Sick Leave is allowed with manager approval. Advanced notice requirements for the use of Vacation, Personal, and Sick Leave have been temporarily waived. Employees may use Vacation, Personal, and Sick Leave as needed with manager approval.
- 3) Employees in non-exempt positions who are entitled to premium overtime may use Earned Compensatory Time Off without advance notice and with manager approval. Employees in exempt positions may use Accrued Compensatory Time Off without advance notice and with manager approval.
- 4) Absences due to public health events may include hospitalization or incapacity of more than three consecutive days plus continuing treatment. In some cases, the illness may exacerbate another underlying serious health condition that qualifies for FML coverage. Employees should contact the INSPD Employee Relations Division for more information related to FML at 1-855-773-4647, Option 4.
- 5) Authorized Leave without Pay for a limited duration is available to employees who have exhausted Sick Leave balances. Employees must be approved for Authorized Leave without Pay by their manager and HR representative.
- 6) Remote work is not a substitute for dependent care. Appointing authorities may authorize remote work for a limited duration to accommodate unique situations that may arise. Agency leaders and managers are responsible for the continuity of operations, measuring the employee’s work, and monitoring hours worked. If an employee is currently working under a remote work agreement, the employee is expected to perform their work as usual.

## Frequently Asked Questions:

### How should I handle in-person gatherings like meetings and other events?

Maintaining a safe and healthy workplace is critical. State employees must be healthy to continue to provide essential government services that Hoosiers need now more than ever. Consider the following best practices:

- **CLEANLINESS:**
  - Take steps to maintain high environmental hygiene standards by cleaning surfaces with EPA-approved environmental disinfectants. In particular, routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. If feasible, provide disposable disinfectant wipes so that commonly used surfaces can be wiped down by employees before each use.
- **PUBLIC INTERFACE:**
  - For agencies with regular public interface, post [CDC-approved signs and resources](#) to address non-pharmaceutical interventions and actively practice all cleanliness recommendations. Employees with underlying medical conditions may benefit from wearing gauze masks, however, frequent handwashing and use of hand sanitizer is key.
  - State employees visiting home residences as a component of their work should not enter a home where someone is quarantined. When visiting residences employees should practice cleanliness recommendations.
- **MEETINGS / MASS GATHERINGS:**
  - During a public health event it is imperative that public service employees remain available to the public and take appropriate precautions to mitigate exposure.
  - Consider adjusting non-essential in-person employee meetings to virtual meetings where reasonable and appropriate for a limited duration.
    - Agencies should assess the need for large gatherings and determine whether alternative accommodations can be made to mitigate exposure. If it is determined a large gathering is essential and cannot be delayed or conducted by other means, refer to CDC and ISDH guidance on strategies to mitigate exposure.

### I am a new employee with less than six months of state service and therefore am not eligible to use Vacation and Personal Leave yet. What should I do if I encounter a situation described in this document?

Any employee who has less than six months of state service or has exhausted all leave balances should work with their manager and HR representative to determine initial options such as remote work. In accordance with 31 IAC 5-8-2, employees with less than six months of state service may request to use Sick Leave and Personal Leave as it is accrued. Employees with less than six months of state service may also request to borrow up to 22.5 hours of Vacation Leave prior to the date of the accrual and/or prior to completing six months of state service from their appointing authority.

### I am scheduled to travel out-of-state for work related purposes in the near future. Should I cancel this travel?

All official out-of-state and international travel and meeting travel by air and ground transportation will be limited for the next 45 days and reevaluated at that time. Exceptions will be made for essential travel. Please discuss with your manager and HR to determine if your travel is essential.

Effective 3/8/2020