

IDOC Employee Guidance for COVID-19

April 13, 2020

This information is changing minute by minute. We will continue to update the information as needed. We are coordinating with the Division of Human Resources and the same guidelines are being used for all State agencies. Guidelines have been put in terms that are specific for IDOC.

1. Where can I find up to date information regarding COVID-19?

State updates are located at <https://coronavirus.idaho.gov/>

2. Where can I get information specific to IDOC?

Information can be found on EDOC, the external website and Facebook.

3. If I'm feeling sick should I report to work?

If you are experiencing any of the following symptoms do not report to work and follow your normal call-in procedure:

- Have had a fever (100.4 or greater) or chills in the past 48 hours
- Have had a new cough in the past 48 hours
- Have had difficulty breathing
- Have had close contact with someone who you know is positive for COVID-19 in the past 14 days

If you meet this criteria and call in to work please contact your HR Representative for information on returning to work. You can find your HR Representative at this link, <http://edoc/content/human-resources/human-resources-staff>

4. What are my options if I am concerned about contracting COVID-19?

In order to use your leave time for a COVID-19 related absence you will need to meet one of the following criteria:

- Are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- Have been advised by a health care provider to self-quarantine related to COVID-19;
- Are experiencing COVID-19 symptoms and are seeking a medical diagnosis;
- Are caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- Are caring for an individual that has been advised by a health care provider to self-quarantine because of COVID-19; or,
- Are caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.

For information on other potential leave options please contact HR in one of the following ways:

- Reach out to your HR Representative
- Call 208-287-3328
- Email hr@idoc.idaho.gov

5. Will we continue to be paid on time?

No interruption is anticipated for payroll.

6. Do I need to complete medical paperwork to verify that I'm experiencing symptoms?

In an effort to not overwhelm community medical providers, we are not currently requiring medical paperwork to use accrued leave for COVID-19 symptoms. Documentation may be required for the use of certain leave codes.

7. What if I'm at an increased risk of COVID-19 and a public health official recommends to self-isolate?

Please notify your supervisor and send an email to hr@idoc.idaho.gov or contact 208-287-3328. You may need to leave a message, but someone will return your call. HR will work through individual situations to determine the appropriate leave options.

8. Do we still have to follow our regular practice of keeping confidential medical information?

Absolutely, this pandemic doesn't take away an employee's right to privacy. HR is working with each facility to ensure that we are following proper protocols.

9. What is the process and who can receive COVID-19 priority testing?

Testing for staff who work in a prison or CRC can be given priority status due to the population they serve and the closed environment they work in. If you work in a prison or CRC please take these steps when you see your healthcare provider to ensure your test receives priority status:

- Tell your healthcare provider that you are essential IDOC staff and that you need your COVID-19 test to be sent to the Idaho State Health Laboratory for priority testing.
- Before you leave your provider's office, confirm that your test is not being sent to a private laboratory.
- Ensure that if your provider has questions about your request, that you refer them to their Health District office or the Idaho State Health Laboratory for assistance.

10. What if a specific employee tests positive?

If you receive a positive diagnosis for COVID-19, you should contact Human Resources either by phone 208-287-3328 or email hr@idoc.idaho.gov. We can help coordinate how to code your leave and provide you with resources for your recovery and guidance on returning to work.

The workforce will be notified without using the employee's name. The employee's privacy must be protected, and their identity not disclosed. We will share information that's necessary to protect the health of all employees while maintaining confidentiality. If it is determined by public health officials that the individual who tested positive may have exposed others, public health officials will contact those individuals directly and may require them to self-isolate/monitor.

11. What if my co-worker tests positive?

If someone in your workplace receives a positive test result a general communication will be sent to the staff at that location. The employee's identity will not be included and their privacy must be protected. If it is determined by public health officials that the individual who tested positive may have exposed others, public health officials will contact those individuals directly and may require them to self-isolate/monitor.

12. Are there any other leave options available for absences related to COVID-19?

Yes, there are other leave options related to COVID-19. To find out what options may be available to you please contact HR in one of the following ways:

- Reach out to your HR Representative
- Call 208-287-3328
- Email hr@idoc.idaho.gov

13. What if an employee is unable to report to work due to school or childcare closure?

If an employee's minor age children's school or day care has been closed due to COVID-19 precautionary measures AND telecommuting is not an option, an employee may use leave (SIC, CPT, OCE, RHH and VAC in no particular order)

There may also be additional leave options. To find out if you are eligible for other leave options contact HR using one of the methods indicated above.

14. What if I need to seek medical treatment?

An option is to use telehealth also known as MDLive. It's a great way to speak with a Doctor without leaving your home. They can advise and determine if you should see a doctor in person. This is an option for all employees that are under the State insurance plan. You will need to have your insurance ID number that is

located on your card to use this service. Additional information regarding MDLive can be located at https://members.mdlive.com/bcidaho/landing_home

15. Will IDOC provide cleaning supplies?

Yes, please use your normal ordering process.

16. What about telecommuting options?

Talk to your supervisor about telecommuting options.

17. What if a member of the public is showing signs of COVID-19? Do I have to interact with them?

Please discuss your situation with your supervisor. It might be suggested to conduct business another way besides person to person contact. You also will want to follow proper handwashing and cleaning guidelines in that situation.

18. What should I do if I or my family is stressed out about COVID-19?

There is a lot of anxiety about COVID-19. Please remember that we have the Employee Assistance Program available. We have also included additional information in our Wellness page on EDOC.

All information is subject to change.

For other questions not covered in this document please email hr@idoc.idaho.gov or call 208-208-287-3328. You may need to leave a message, but someone will return your call.