

# THE OFFICIAL WORKSITE IS OPEN

SCENARIOS		DUTY STATUS OPTIONS			
		Telework <sup>1</sup>	Report to Worksite <sup>2</sup>	Weather and Safety Leave <sup>3</sup> (applies only to non-telework participants)	
IF:	AND:	THEN:			
<b>The employee is asymptomatic of COVID-19</b>	is <b>directed</b> by a medical professional, public health authority, commander or supervisor <sup>4</sup> to stay home		✓	✗	✓
	is <b>not directed</b> by a medical professional, public health authority, commander or supervisor to stay home		✓	✓	✗ (Use AL)
	prefers not to come to an otherwise open worksite		✓	✓	✗ (Use AL)
	is at high risk of COVID-19 as defined by the CDC <sup>5</sup>		✓	✗	✓
	has children at home due to school system or childcare center closures		✓ (Use AL or SL for hours of care)	✓	✗ (Use AL or SL)
	has a family member(s) who requires care and the family member is:	not ill	✓ (Use AL for hours of care)	✓ <sup>6</sup>	✗ (Use AL)
		ill	✓ (Use SL for hours of care)		✗ (Use SL)
	returns from travel and is directed by a medical professional, public health authority, commander, or supervisor to stay home		✓	✗	✓
	is designated as an emergency employee <sup>7</sup> and ordered to the worksite		✗	✓	✗
	is ill for other reasons		Use Sick Leave		
<b>The employee is symptomatic of COVID-19, is ill, and cannot work</b>		Use Sick Leave			

<sup>1</sup> Employees may telework if they occupy a telework eligible position and have a telework agreement. Commanders and supervisors are strongly encouraged to review their employees' eligibility for telework, and communicate with employees to see if telework is appropriate. In very limited circumstances, commanders or supervisors may require employees to telework. AL = Annual Leave; SL= Sick Leave

<sup>2</sup> Employees who are ill are encouraged to take sick leave, and may take other paid leave as appropriate. Sick leave may only be used when the employee or a family member for whom they are providing care is sick. If an employee does not have any leave available, he or she is encouraged to discuss with their chain of command or supervision options including advanced leave, accessing donated leave, and unpaid leave.

<sup>3</sup> Weather and safety leave is not an entitlement. Under DoDI 1400.25 Volume 610, "DoD Civilian Personnel Management System: Hours of Duty," approval authority is the commander or head of activity unless further delegated.

<sup>4</sup> The commander or supervisor either directs the employee to stay home because of possible exposure or because the employee has symptoms that might be COVID-19.

<sup>5</sup> Office of Management and Budget Memorandum, "Updated Guidance on Telework Flexibilities in Response to Coronavirus," March 12, 2020

<sup>6</sup> Unless directed by a medical professional, public health authority, commander or supervisor to stay home because of COVID-19 concerns.

<sup>7</sup> The employee is designated an emergency employee by a commander or supervisor under 5 CFR 630.1605(b) and must report to the worksite even if a telework participant. The commander or supervisor determines the employee is critical to agency operations.

# THE OFFICIAL WORKSITE IS CLOSED

SCENARIOS		DUTY STATUS OPTIONS			
		Telework <sup>8</sup>	Report to Worksite	Weather and Safety Leave <sup>9,10</sup> <small>(applies only to non-telework participants)</small>	
<b>IF:</b>	<b>AND:</b>	<b>THEN:</b>			
<b>The employee is asymptomatic of COVID-19</b>	is <b>directed</b> by a medical professional, public health authority, commander or supervisor to stay home		✓	✗	✓
	is <b>not directed</b> by a medical professional, public health authority to stay home		✓	✗	✓
	is at high risk of COVID-19 defined by the CDC <sup>11</sup>		✓	✗	✓
	has children at home due to school system or childcare center closures		✓ <small>(Use AL or SL for hours of care)</small>	✗	✓
	has a family member(s) who requires care and the family member is:	not ill	✓ <small>(Use AL for hours of care)</small>	✗	✓
		ill	✓ <small>(Use SL for hours of care)</small>		
	returns from travel and is directed by a medical professional, public health authority, commander, or supervisor to stay home		✓	✗	✓
	is designated as an emergency employee <sup>12</sup> and ordered to the worksite		✗	✓	✗
is ill for other reasons		Use Sick Leave			
<b>The employee is symptomatic of COVID-19, is ill, and cannot work</b>		Use Sick Leave			

<sup>8</sup> Employees must telework if they occupy a telework eligible position and have a telework agreement. Commanders and supervisors are strongly encouraged to review their employees' eligibility for telework, and communicate with employees to see if telework is appropriate. In very limited circumstances, commanders or supervisors may require employees to telework. AL = Annual Leave; SL= Sick Leave

<sup>9</sup> Employees who are ill are encouraged to take sick leave, and may take other paid leave as appropriate. Sick leave may only be used when the employee or a family member for whom they are providing care is sick. If an employee does not have any leave available, he or she is encouraged to discuss with their chain of command options including advanced leave, accessing donated leave, and unpaid leave. If the employee is not a telework participant during a worksite closure, weather and safety leave is appropriate.

<sup>10</sup> Weather and safety leave may not be substituted for pre-approved/planned annual or sick leave.

<sup>11</sup> Office of Management and Budget Memorandum, "Updated Guidance on Telework Flexibilities in Response to Coronavirus," March 12, 2020

<sup>12</sup> The employee is designated an emergency employee by a commander or supervisor under 5 CFR 630.1605(b) and must report to the worksite even if a telework participant. The commander or supervisor determines the employee is critical to agency operations.