

CITY OF BETHEL

City Council Meeting Agenda, August 17, 2020 – 6:00 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Perry Barr, Vice-Mayor Haley Hanson, Alyssa Leary, Mark Springer, Cece Franko, Michelle DeWitt, Hugh Dymont



City of Bethel governmental meetings will resume in-person participation. In-person participants will be required to wear face-masks while in the building and will be required to maintain six feet of distance between other participants. We recognize there are still many people who wish to continue to maintain physical distancing, so we will continue to hold meetings through Zoom.

Join Zoom Meeting by Video Connection

<https://zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Meeting ID: 488 845 6188 Passcode: 13871

Join Zoom Meeting by Telephone Connection

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 488 845 6188 Passcode: 13871

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

5. APPROVAL OF AGENDA

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- 7.1. Yukon Kuskokwim Health Corporation COVID-19 Resource Panel-Training Session for Municipal Officials (Council Member DeWitt)
- 7.2. COVID-19 Policies, Preparedness and Adaptation Strategies (DeWitt)
- 7.3. Emergency Operations Center Response to COVID-19 Overview and Organization (Vice-Mayor Hanson)

8. ADJOURNMENT

Posted August 14, 2020 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM



SAMPLE Telework Plan

The following constitutes the terms and conditions of telecommuting between the City of Bethel and the designated employee.

Employee:

Name	Employee #	Dept.	Phone	Email Address

Supervisor:

Name	Employee #	Work Location Address	Phone	Email Address

Physical Work Location: * Please circle: Home Other *

Address	City	State	Zip Code

Physical Work Location Contact Information:

Phone	Cell Phone	Email Address

Duration of Plan:

Start Date	End Date

Telecommuting Work Schedule:

In Office Day(s): M T W Th F S Su (Please circle)	# Work Hours: _ _ _ _ _
At Home Days(s): M T W Th F S Su (Please circle)	# Work Hours: _ _ _ _ _
Total Work Hours: _____	

Describe Tasks to be Performed While Telecommuting:

1.
2.
3.
4.

Draw Layout of the Telecommuting Work Space: (Include electrical outlets, furniture, equipment, doors, windows, and phone outlets. Attach separate sheet, if necessary.)

Alternative Worksite Internet Connection:

Does employee have broadband wired access to the internet? Yes: _____ No: _____

Type of Connection: _____

Employee-Provided Equipment:

1. _____
2. _____
3. _____
4. _____
5. _____

Note: Employee-owned computers and other equipment must comply with all provisions of the Cities Policy on Electronic Storage of Highly Sensitive Data

City Provided Equipment (please check) and Supplies Provided:

Equipment:	Monthly Estimated Cost	Describe Type and Identification Number:
Lap Top	_____	_____
Docking Station	_____	_____
Monitor	_____	_____
Key Board and Mouse	_____	_____
Scanner	_____	_____
Printer	_____	_____
Fax	_____	_____
Surge Protector	_____	_____
Internet Connection	_____	_____
Land-line Telephone	_____	Long Distance required (please circle): Yes: _____ No: _____
Cell Phone	_____	_____
Personal Digital Assistant (PDA)	_____	_____

Supplies Provided & Monthly Estimated Cost:

1. _____
2. _____
3. _____
4. _____
5. _____

Note: Please use additional sheets for documenting additional supplies provided.

Confidentiality/Security:

The employee will:

1. Apply approved safeguards, in accordance with city policy, to protect city information from unauthorized disclosure or damage; and
2. Comply with federal, state, and City policies and procedures regarding the disclosure of public and official records. Work done at the employee's alternative worksite is regarded as official City business. All records, documents, and correspondence, in written or electronic form, must be safeguarded for return to the City. Release or destruction of records should be done with the knowledge of the employee's supervisor and in accordance with applicable state and City policy and procedure. Electronic/computer files are considered City records and shall be protected as such. See City policy on Electronic Storage of Highly Sensitive Data: and Guidance on the Electronic Storage of Highly Sensitive Data. It is City policy that any sensitive data stored on individual-use electronic devices and media shall require the approval of the appropriate Director. See also City policy on Electronic Removal of Data.

Work Standards/Performance:

The employee will:

1. Comply with all federal and state laws and applicable City policies and procedures when telecommuting;
2. Meet with the supervisor to receive assignments; discuss how routine communication between the employee, supervisor, co-workers, and customers will be handled; and to review completed work as the supervisor deems necessary;
3. Complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor, and according to guidelines and expectations stated in the employee's performance plan;
4. Notify the supervisor immediately of any situation which interferes with his/her ability to perform the job;
5. Permit the supervisor access to the alternative work location during assigned work hours; and
6. Limit performance of his/her officially-assigned duties to the central workplace or City-approved alternative work location.

The supervisor will evaluate employee's job performance according to the employee's performance plan.

The supervisor and employee will complete the review schedule and process information to outline review schedule outside of the annual employee performance plan.

Review Schedule: (It is advisable to conduct periodic reviews of the telecommuting employee's work performance. It is recommended that telework be reviewed initially after 30 days and quarterly thereafter. This documentation should be used in completing the employee's annual performance review.)

Telecommuting Start Date: _____

30-Day Review Date: _____

Quarterly Review Dates: _____

Review (this format should be used during the 30 day and quarterly review dates):

Objectives/Deliverables	Task/Work Delivered	Status
1.	Comments:	☐ Met ☐ Not Met
2.	Comments:	☐ Met ☐ Not Met
3.	Comments:	☐ Met ☐ Not Met
4.	Comments:	☐ Met ☐ Not Met

Overall Comments:**Hours of Work/Compensation/Benefits:**

The employee:

1. Agrees to apply themselves to his/her work during assigned work hours and to maintain at least the current productivity and quality levels at the alternative work location;
2. Acknowledges that schedule changes may be made at the discretion of the supervisor and that the operational needs of the city shall take precedence over telecommuting;
3. Agrees to obtain prior approval before working overtime and understands that the supervisor will not accept unapproved overtime work; and
4. Agrees to follow established unit procedures including obtaining supervisory approval in requesting and obtaining approval of leave.

The supervisor:

1. Agrees that procedures are in place to document the work hours of the employee while working at the alternative work location and to ensure compliance with the Fair Labor Standards Act; and
2. Will discuss with the employee their status during emergencies or weather-related closings affecting the central or alternative work locations.

All salary rates, leave accrual rates, and travel entitlements will remain as if the employee performed all work at the central workplace. All authorized overtime hours will be compensated in accordance with applicable law and city policy.

Safety:

The employee:

1. Understands that he/she is covered by the Commonwealth's Workers' Compensation Program, or alternate plan if injured while performing official duties at the central workplace or alternative work location during assigned work hours;
2. Agrees to maintain the designated workspace within the alternative work location in a safe condition, free of recognized defects and hazards (such as frayed or loose electrical wires; floor surfaces that are not clean, dry and level; damaged or ergonomically incorrect seating and furniture; improper lighting; etc.) and other dangers to the employee and any City equipment provided; and
3. Agrees to bring to the immediate attention of his/her supervisor any accident or injury occurring at the alternative work location.

The supervisor will investigate all accident and injury reports immediately following notification.

Equipment/Liability/Expenses:

The employee provided with City equipment agrees:

1. To protect such equipment in accordance with City policies. (The employee may be under financial liability for the loss or damage of City equipment if the loss or damage results from negligence, intentional act, or failure to exercise reasonable care, safeguarding, maintenance, or service of this equipment.);
2. That City-owned equipment shall be serviced and maintained by the City or a City-approved vendor. (Using a private vendor may subject the employee to disciplinary action.);
3. That he/she must return promptly any City-owned equipment upon termination of the telecommuting plan;
4. That the City assumes no liability for damages to an employee's personal or real property during the course of performance of official duties or while using City equipment in the employee's residence;
5. That he/she is responsible for service and maintenance of his/her own equipment;
6. Understands that the City assumes no liability or responsibility for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence; and
7. Agrees to obtain approval from his/her supervisor prior to purchasing any item (out-of-pocket expenses) for use at the alternative work location.

Termination of Plan:

1. The employee may terminate participation in telework at any time unless telecommuting was a "condition of employment". Two weeks notice to the City is recommended.
2. The supervisor may terminate the employee's participation in telework at any time. Employees may be withdrawn for reasons to include, but not limited to, declining performance and organizational benefit (end of requirement). Two weeks notice to the employee is recommended when feasible.

Acknowledgment:

As the employee, I acknowledge that I have been given a copy of the cities's Electronic Use policy.

****** Please initial:** _____

Approvals:

By signing below the Employee, Supervisor, and Department Head agree to the terms of this Telecommuting Plan. A copy of the Telecommuting Plan is to be retained by the Department/Unit.

Failure to comply with the terms of this Telecommuting Plan may result in termination of the telecommuting plan, and/or appropriate disciplinary action.

Employee

Date

Supervisor

Date

Department Head

Date



State of Alaska COVID-19 Leave Policy

I. Purpose

On March 11, 2020, Governor Mike Dunleavy issued Administrative Order #315 and declared a State of Emergency in the State of Alaska as a result of the outbreak of COVID-19. The outbreak of COVID-19 throughout the world is a public disaster that significantly impacts the life and health of our people, the economy of Alaska, property and the public peace.

The Families First Coronavirus Response Act (FFCRA) was enacted into federal law on March 18, 2020 and is effective April 1, 2020 until December 31, 2020. The FFCRA provides eligible employees Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave (EFML) for documented qualifying circumstances.

In response to this new law, the following guidelines have been updated and address work restrictions and pay provisions for employees during the COVID-19 public health emergency. As the State of Alaska has an established COVID-19 leave policy in place, EPSL leave is considered the same as SOA COVID-19 leave. Note, the State has developed a corresponding FFCRA FAQ to provide further guidance. The link to the FFCRA FAQ is: http://doa.alaska.gov/dop/fileadmin/DirectorsOffice/COVID19messages/FFCRA_FAQ.pdf

II. Guidelines

A. Public Health Guidance

Under current public health guidance, if an employee has symptoms of fever ($>100.3^{\circ}\text{F}$) and cough or shortness of breath, the employee is to stay home for seventy-two (72) hours after their fever is gone and symptoms have improved. An employee with the symptoms of a common cold or flu, but without a fever, is encouraged to stay home until symptoms are resolved.

B. Teleworking and Workplace Configuration Guidance

State agencies, corporations, and departments shall continue to explore and promote all possible options to expand teleworking for state employees.

If a workplace configuration does not allow for employees to be safely distanced from others (about 6 feet or 2 meters), then the employer should work to alter the workplace configuration and schedule, and explore possible teleworking options so social distancing in the workplace is achieved.

These efforts are done with the recognition of current extenuating circumstances and will not create a past practice or expectation of continuation of teleworking arrangements made to accommodate this emergent situation.

B.1 Employees Requesting Teleworking

Normal teleworking and leave rules apply when agencies are operating under normal operating hours and plans. Teleworking is available to employees only in management-approved positions, and in accordance with the State of Alaska Teleworking Policy. Section II.E. of the policy states:

Management retains the right to approve or deny requests based on established criteria.

Teleworking should only be considered if mutually beneficial for the agency and the employee. In deciding whether to approve an employee's request for teleworking, the supervisor shall consider the following factors:

1. The position's suitability for teleworking;
2. The employee's suitability for teleworking; and
3. The mutual benefits to the agency and the employee.

Note, currently the State is approving situational teleworking requests on a case by case basis.

B.2 Telework-Ineligible Employees

State of Alaska employees not eligible for teleworking because of job function, duty and location include, but are not limited to, roles that are essential to public safety, safety site visits, child welfare, and some positions within 24/7 facilities. As necessary to protect employees in these roles, the state will provide employees with the necessary personal protective equipment (PPE) and training to protect themselves and the public while performing necessary job functions.

C. Travel Guidance

If you are returning from travel, please adhere to the following guidance:

1. If you have traveled anywhere out-of-state or international and are entering Alaska within the past 14 days **you must**:
 - Follow the requirements in the State of Alaska Health Mandate 10.01 International and Interstate Travel – Order for Self-Quarantine - Effective June 6, 2020.
 - Contact your employer and **do not go to work** while/if you are required to self-quarantine after you return.
 - An employee may be required to telework during the self-quarantine period. If the employee is directed to telework and declines to do so, the employee must use their own accrued leave or be in a leave without pay status for the time in self-quarantine.

Note, employees are not eligible for EPSL/COVID-19 leave if travel is not in compliance with the State of Alaska's travel mandates. This includes travel that is not for critical personal needs or nonessential travel. See section D.1 for more detail.

2. Health Guidance for Returning Travelers

- Take your temperature with a thermometer two times a day and monitor for fever (>100.3°F). Also watch for cough or trouble breathing.
- Do not take public transportation during the time you are practicing social distancing.
- Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
- Keep your distance from others (about 6 feet or 2 meters).
- If you get sick with fever (>100.3°F), cough, or shortness of breath, please call your health provider.

- If you seek medical care for other reasons, such as dialysis, call ahead to your doctor and tell them about your recent travel.

D. Guidance for COVID Leave Use

D.1. Qualifying COVID-19 Leave Reasons

If the employer has determined there are no teleworking options for an employee, EPSL/COVID-19 leave may be taken for the following qualifying reasons (Note: FFCRA/EPSTL leave does not include b)):

- a) You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (i.e. travel self-quarantine);
- b) You tested positive for COVID-19;
- c) You are experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- d) You have been advised by a health care provider to self-quarantine due concerns related to COVID-19;
- e) You are caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 (Effective starting April 1, 2020); or
- f) You are caring for a child whose school or place of care is closed, including a care provider being unavailable, due to COVID-19 reasons (Effective starting April 1, 2020).

To be eligible to take COVID -19 leave under (a) above, the individual must have traveled for critical personal needs. Critical personal needs are defined: as those needs that are critical to meeting a person's individual or family needs. Those needs include buying, selling, or delivering groceries and home goods; obtaining fuel for vehicles or residential needs; transporting family members for out-of-home care, essential health needs, or for purposes of child custody exchanges; receiving essential health care; providing essential health care to a family member; obtaining other important goods; and engaging in subsistence activities.

To be eligible to take COVID-19 leave under (b), (c), and (d) above, the individual must be seeking a medical diagnosis or have been advised by a health care provider (HCP) to self-quarantine.

If you are a full-time employee and have a qualifying reason as outlined above, you are eligible for up to 10 work days (75/80 hours) maximum of paid sick leave in accordance with your regularly scheduled workweek hours. Part-time employees are eligible for paid sick leave based on the number of hours equal to the average number of hours the employee works over a typical 2- week period. EPSL/COVID-19 leave is capped at 10 work days.

With supervisor approval, the employee may be released for up to ten (10) work days:

- with no loss of pay under EPSL/COVID-19 Leave;
- using union bank leave; or
- on accrued leave.

D.2 Leave Use to Care for Individuals

To be eligible to take COVID-19 leave under (D)(1)(e) above, the individual must be unable to care for him or herself and depends on you for care, including his/her own basic medical care, hygiene, nutritional needs, safety, or unable to transport themselves to the doctor, etc.

To be eligible to take COVID-19 leave under (D)(1)(f) above, you will need to certify on the Employee Verification for Paid Leave Due to Coronavirus (COVID) 2019 form that no other suitable person is available to care for the child(ren) during the period of requested leave. After the ten (10) work days of leave has been used an employee may meet the criteria for ten (10) weeks of leave under the Emergency Family Medical Leave Expansion Act.

D.3 How to Request Leave

To request EPSL/COVID-19 leave employees must complete “Employee Verification for Paid Leave Due to Coronavirus (COVID) 2019 form.” The employer retains the right to request written verification confirming the circumstances warranting self-quarantine, or caring for others which may include a signed affidavit from the employee and/or documentation from a health care provider supporting the employee’s request for EPSL/COVID-19 leave.

D.4 General Leave Provisions

If during the period of an employee’s self-quarantine, an employee is unable to continue teleworking due to illness (unrelated to COVID-19), personal needs, or other factors, the employee is required to use accrued leave or leave from a union leave bank, in accordance with state policies, procedures, and any applicable collective bargaining agreement.

The employee is not permitted to report to the worksite during the time they are in self-quarantine for one of the qualifying reasons above. Once you begin taking EPSL/COVID-19 leave for one or more of these qualifying reasons, you must continue to take paid sick leave each day until you either (1) use the full amount of paid sick leave or (2) no longer have a qualifying reason for taking paid sick leave. If you no longer have a qualifying reason for taking paid sick leave before you exhaust your paid sick leave, you may take any remaining paid sick leave at a later time, until December 31, 2020, if another qualifying reason occurs.

Please note, your supervisor may approve for you to take EPSL/COVID-19 leave intermittently while teleworking.

Leave eligible employees may be eligible for additional SOA COVID-19 leave if the leave is taken due to one of the qualifying reasons:

- You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (i.e. travel self-quarantine);
- You tested positive for COVID-19;
- You are experiencing symptoms of COVID-19 and seeking a medical diagnosis.

E. Supervisors

Supervisors who notice an employee exhibiting contagious sick symptoms consistent with COVID-19 at the workplace (e.g., fever plus coughing or difficulty breathing) should require the employee to leave for home.

Supervisors can call the DHSS Epidemiology Help Line, their HR Manager, or the Division of Personnel and Labor Relations for further guidance.

F. Office Closure

In the event of a department, office, or facility closure, instructions will be provided to employees regarding their work status (e.g., teleworking, administrative leave, employee required to work in operations that must provide public safety or other essential public business).

G. Review of Policy

The State reserves the right to modify the policy in order to ensure that the components of this policy advance appropriate public health policy and are not disruptive to the operations of government. This entire policy shall be reviewed no later than fourteen (14) days from its issuance.

H. COVID-19 Related Questions

- a. www.coronavirus.alaska.gov
- b. For non-clinical questions call 2-1-1



State of Alaska

COVID-19 Return to the Office / Work Site Guidelines

Introduction

The State of Alaska provides services for all Alaskans. We all share in the responsibility of protecting our fellow Alaskans from, and mitigating the spread, of this virus.

COVID-19 spreads by an infected person who coughs, sneezes, or talks. Spread can especially occur between people who are in close contact with one another (within about 6 feet). It's important to remember COVID-19 can be spread by people who are not showing symptoms.

With this in mind, every state agency, corporation and department (entities) must develop a Return to the Office/Work Site plan in order to put procedures in place to prevent or reduce the spread of COVID-19 and provide clear guidance for both employees and visitors to state facilities.

This guidance aims to provide clarity and describes the objectives entities should consider as the state slowly returns employees back to the office or work sites and entities develop return to work plans. A copy of the Return to Office/Work Site Plan must be sent to the Division of Personnel & Labor Relations, Director's office.

Developing a Return to the Office / Work Site Plan

Guiding Principles for Return to Office/Work Site Plans must consider and identify how the entity will:

- continue to provide timely and high-quality public service to the greatest extent possible, while maximizing the safety of employees, customers, and visitors through public health and safety best practices;
- require employees to comply with all required safety and health practices and standards; including requirements that employees do not knowingly expose coworkers and the public to conditions that would jeopardize their health or the health of others;
- identify which employees can and should be returned back to the office/work site;
- continue to explore and promote all possible options to expand telework to accomplish business outcomes through telework, while identifying the work employees must do on premise worksites, and/or a hybrid of the two;
- provide for a phased approach for employees to return to worksites, which ensures entities meet applicable safety objectives as outlined below, including but not limited to the entity's need for and access to cleaning supplies, face coverings, equipment, or other personal protective equipment needed to meet the Return to Office/Work Site Plan;
- where an agency has worksites or operations in more restrictive locations (i.e. rural communities or private building/facilities), follow local public health guidelines/mandates, unless otherwise directed by DHSS or the Office of the Governor;
- incorporate social distancing standards, occupancy/capacity limits and guidelines, and provide for hand washing, face-coverings, employee education, and entities response guidelines for ill employees.

Entities should identify and prioritize which positions to return to the office/work site and which positions will continue to telework.

To the extent entities need to have employees who are currently teleworking return to the worksite, or have identified positions or duties which cannot be performed remotely, entities should provide for a safe reintegration of those employees under a Return to Office/Work Site Plan. Each Plan should identify service delivery needs to determine what part of the workforce can be maintained via telework and/or needs to return to the worksite and when. The Plan must also describe how the entity will implement safety measures to prepare employees, customers, and visitors to return to the premises safely.

As entities move to increase in-office, on-site work and to scale back the use of teleworking, the phased-in approach must take into consideration the factors set forth below such as the duties performed relative to social distancing guidelines, office/building capacity, hand washing facilities on-site, PPE needs (if required) and availability, etc.

Return to Office / Work Site Plan

1. Return to Office/Work Site Plans must provide guidance on social distancing requirements for on-site employees and visitors, including:

- identifying ways the employer will endeavor to maintain at least six feet of space between co-workers and the public, and where social distancing is not possible, take appropriate steps to assure that any intrusion into another person's area is limited as much as possible;
- educating staff and visitors on social distancing requirements by, for example, emphasizing that employees and visitors should not ride in an elevator with another person or pause to talk to a coworker or a member of the public, unless everyone can remain six feet apart;
- explaining how the entity intends to utilize other protective measures to support the lack of social distancing in an office including, for example, the use of physical barriers to enhance spacing between office workspaces and block sneezes and coughs;
- specifically address the use of face coverings. (more information on face coverings is provided below);
- providing protocols and guidance pertaining to group or social gatherings of multiple employees;
- avoid gatherings of any size by taking shifts to eat meals, perform activities, or take a break;
- when two or more people must meet in person, they must have at least six feet between them;
- To achieve social distancing the following methods maybe applied:
 - reducing the number of employees, customers, and business partners at the worksite at a given time;
 - controlling movement through common area points, elevators, stairwells, bathrooms, kitchens, and other limited space areas to maintain social distancing standards;
 - the use of face coverings in any smaller, common use, and high-trafficked areas;
 - where applicable entities should encourage and allow for employees to have more flexibility in worksites (such as telework) and hours (staggered shifts);

- increasing physical space in office spaces, flexible meeting options (video- or phone-based meetings) are all ways to support physical distancing.
- for visitors in state facilities, visual prompts in public-facing facilities can help remind members of the public to maintain six feet of distance from employees and each other while waiting in lines.
- further guidance on social distancing and other safety procedures is available on the [Reopen Alaska Responsibly](#) page, including [specific guidance available](#) for the current phase III/IV of reopening.

2. Return to Office/Work Site Plans must provide guidance on handwashing, including:

- employers must provide and maintain adequate handwashing supplies and instruct all employees to frequently and adequately wash hands;
- employers must encourage employees to leave their workstations and wash their hands regularly, before and after all client or visitor interactions, before and after going to the bathroom, before and after eating, and after coughing, sneezing, or blowing their nose;
- employers should distribute hand sanitizer throughout the office location;
- employers should consider increasing the number of hand sanitizing stations throughout the facility or worksite;
- employers must replenish cleaning supplies frequently;
- there should be handwashing or hand sanitizing supplies in the immediate area of any break room, water cooler, coffee or other drinks area, in vehicles, and other shared areas where employees eat or drink. Cleaning supplies should be immediately available next to shared microwaves and other kitchen equipment;

3. Return to Office/Work Site Plans should provide guidance on applicable face covering protocols:

- all employees, contractors, and visitors to State of Alaska facilities must wear a facemask if social distancing of at least six feet or more between individuals cannot be maintained. This applies to entryways, hallways, stairwells, elevators, enclosed parking areas, and personal offices where a six-foot distance cannot be exercised.*

**Alternatives to this mandate may be possible for members of public accessing state programs or services who are unable to wear a mask due to a condition or impairment that prevents them from safely or properly wearing a mask and for young children. In these cases, managers should seek alternative preventive measures. State employees with a condition or impairment that preclude the wearing of cloth face coverings should consult with their managers or human resources. Additionally, Division and Department Title I and Title II ADA Coordinators as well as the State ADA Coordinator are available for assistance. See <http://doa.alaska.gov/ada/documents/dept-ada-coordinators.pdf>.*

- The state will provide face coverings to employees who do not have and is requiring all staff to wear them.

Please note: This guidance is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging evidence from clinical and laboratory studies that shows cloth face coverings reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of cloth face

coverings is particularly important in settings where people are close to each other or where social distancing is difficult to maintain. Your department may make a combined request for masks at your facilities by contacting 2020_COVID-19@ak-prepared.com.

- departments, divisions, or workplace settings may have their own workplace mask policy to minimize the risk of transmission given the nature of their work or work place;
- staff that interfaces with public, especially when social distancing cannot be maintained must wear a mask/face covering;
- the broad guidance and considerations above regarding face coverings does not apply to position specific requirements regarding personal protective equipment (PPE). Employers should keep in mind that certain positions may require the use of respirators or other PPE to meet specific workplace safety needs (for example, the use of respirators in the health care field).

4. Return to Office/Work Site Plans should provide for employee education, including:

- basic information regarding safety guidelines for returning to the office/work site and about coronavirus, including but not limited to the following:
- the signs, symptoms and risk factors associated with the COVID-19 illness. This information is available on the CDC and DHSS website. In particular, employees should be reminded that fever, cough, shortness of breath, nausea, vomiting, diarrhea, fatigue, loss of smell, and loss of taste are common symptoms of COVID-19;
- what to do if they experience any of these symptoms (e.g. do not come to work, contact their supervisor, etc.);
- self-check health tools and the importance of self-checking for illness prior to coming to work;
- how to prevent the spread of the coronavirus while at work, including by taking steps in the workplace to establish social distancing, frequent handwashing, and other precautions;
- the importance of hand washing and how to effectively wash hands with soap and water for at least 20 seconds;
- proper respiratory etiquette, including covering coughs and sneezes, and not touching eyes, noses, or mouths with unwashed hands or gloves;
- requirement for employees to wear a face covering;
- the importance of frequently cleaning and disinfecting commonly touched objects and surfaces such as work stations, keyboards, telephones, machines, and doorknobs;
- where to access necessary disinfectant and cleaning supplies for their workstations.

The information should also include details that help the employee understand what to expect when they return to the worksite. This includes:

- screening requirements (if applicable);
- changes to workstation or office/work site protocol;
- employee responsibility to prevent the spread of COVID-19 and ensure a respectful workplace culture.

5. Return to Office/ Work Site Plans should include guidance on health checks, assuring that:

- employees are asked to voluntarily pre-screen (self-check) for illness prior to entering state facilities. Symptoms may appear 2-14 days after exposure to the virus and may range from mild to severe. The CDC provides a [list of possible COVID-19 symptoms and a self-check tool for individuals on this page](#), and [general information on protecting oneself and others here](#). Many questions surrounding employee illness are also discussed in this [CDC FAQ for general business operations](#).
- employees who are ill should be required to stay home or go home if they feel or appear ill;
- when required/appropriate, screen employees for signs/symptoms of COVID-19 at the start of the work shift. Identify and isolate workers who exhibit signs or symptoms of COVID-19 illness (more information on screening is provided below);
- temporarily close off all areas where an employee worked who has is suspected of having or who has been confirmed to have COVID-19 or could have touched the surfaces until you have adhered to the cleaning and disinfection guidelines set by the CDC or DHSS;
- keep workers away from areas being deep-cleaned;

6. As appropriate, Return to Office/Work Site Plans should provide for screening workers:

- when work requires high-contact (less than 6 feet distancing) or congregate settings, such as employees working in assisted living facilities, group homes, adult care facilities, educational institutions, detention centers, and prisons, screening can be a useful tool to help minimize the spread of COVID-19. An example is taking steps to not introduce COVID to high risk individuals living in high risk environments, as found in long term care and assisted living facilities.
- to determine if an employee who works in the above conditions is appropriate for onsite screening, work with your department's HR staff.
- screening practices may vary from requiring employees, visitors, or business partners to answer limited questions related to signs of COVID symptoms/exposure, and/or temperature checks, or completing a self-screening questionnaire;
- plans should make clear that when an employee, visitor, or business partner has affirmed, through the screening process, that they have no symptoms, they are granted access consistent with the facility or property standards for social distancing, face coverings, PPE, and other safety measures.
- When an employee, visitor, or business partner has affirmed they have experienced a qualifying symptom(s) as identified in the screening process, they will be denied access to the facility or property.

7. Return to Office/Work Site Plans should provide guidance on how to respond to employees who are ill or refuse to be screened and when ill employees may safely return to the work site:

- if an employee, visitor, or business partner refuses to participate in the screening process, they will not be allowed access to the worksite. Each agency has unique circumstances to

consider when managing this situation. A Return to Office/Work Site Plan should assure that an entity's response protocol is in place to address this situation. Work with your HR staff when establishing protocol.

- If an employer determines an employee should not report to or be permitted to remain on the work site, the employer should engage in a conversation with the employee and determine if telework options are available. Telework options should be the priority. If the employee is denied access based on screening, the employer will exhaust telework options for an employee before requiring the employee to take leave.
- If telework options are available and the employee can perform those duties, the employer should send the employee home with telework.
- If there are no telework options, consult with your department HR staff on how to proceed. If the employee is subsequently diagnosed with the COVID-19 virus, the agency should advise the employee about other state and federal leave options that are available, depending on the circumstances.
- If the employee had been diagnosed with COVID, the employee may not return to work until they have been officially released from isolation by public health.
- If the employee had suspected COVID that was not laboratory confirmed, the employee may not return to work until at least 10 days have passed since symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.
- If the employee is a close contact to a known person with COVID as defined by public health they must:
 - Quarantine for 14 days from the employee's suspected exposure **Or**;
 - The CDC does provide guidance for critical infrastructure workers for modifications of quarantine that include other mitigation efforts and testing to minimize the risk of spread of COVID during quarantine can found here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/hd-testing.html>
- If an employee is ill at work, then subsequently diagnosed with the COVID-19 virus. Each agency has unique circumstances to consider when managing this situation. A Return to the Office/Work Site Plan should assure that an entity's response protocol is in place to address this situation. Work with your HR staff when establishing protocol.

Testing Employees

Due to the limited testing resources, currently the state only requires testing of employees working in assisted living facilities (Pioneer Homes) and employees working on the ferries. If state employees would like to be tested, they should contact their health care provider to determine whether a test is indicated.

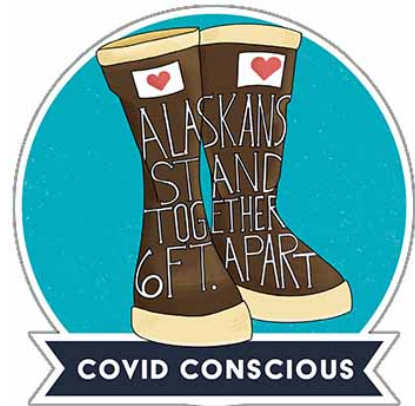
Additional Resources

We would also like to introduce you to Alaska's [***COVID Conscious Business Toolkit***](#). These materials were developed in a collaborative process with other agencies and organizations, including the Department of Commerce, Community & Economic Development. The toolkit supports Alaska businesses in promoting specific precautions, such as physical distancing and

mask wearing, and many of the resources are easily transferrable for use in our facilities. Signs, flyers and digital graphics to improve employee knowledge on COVID-19 symptoms, promote social distancing, and support mask wearing are available to download.

Lastly, a link to the [DHSS Alert Levels webpage](#) is under Guidance and Resources on the [DHSS COVID homepage](#) to help guide decision-making at the regional level. The footnote below the table provides a link to the dashboard location where region-specific levels are located.

By following these guidelines and using the resources provided here, we can all do our part to help protect every Alaskan, especially those who are at a greater risk for intensive care, ventilator use, and death from this virus.





State of Alaska

Division of Personnel and Labor Relations

Telework Policy

Please Note: updates to section II.B and J

I. Policy

This policy provides direction and guidance for establishing employee teleworking arrangements.

Agencies are encouraged to maximize the use of teleworking wherever practicable. **Agencies have the sole discretion to designate groups/units, positions and individual employees suitable for teleworking.** The expectation is there will be no disruption of service or decline in the quality and timeliness of internal and external services provided by the teleworking individual or the agency.

Teleworking is an arrangement to permit employees to perform their job duties at an alternate work location in accordance with a Teleworking Work Agreement (TWA). Agencies may allow participation in teleworking to the greatest extent possible without diminished services or employee performance. Teleworking is an arrangement established first and foremost to facilitate the accomplishment of work.

Teleworking arrangements must conform to all State laws, regulations, and policies regarding State employment. Teleworking assignments do not change the conditions of employment or required compliance with policies. Managers and employees must understand that adherence to this policy and procedures is an essential requirement of the telework program.

Teleworking is not an employee benefit or right. Employee participation in teleworking is voluntary and requires pre-approval by management.

II. Guidelines

A. Teleworking is available to employees when approved by supervisors. These guidelines do not apply to employees who work at home as a temporary or permanent reasonable accommodation approved by Human Resource staff under the Americans with Disabilities Act.

B. Teleworking generally falls into one of two categories:

1. Routine: Routine teleworking is when the arrangement occurs as part of a regular and ongoing schedule.
2. Situational: Situational teleworking is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule. Examples of situational teleworking include for reasons such as inclement weather, pandemic health crisis, special work assignments, convalescence from injury or illness, primary work site is inaccessible or uninhabitable, or other natural or human-caused disaster. These agreements may also be referred to as episodic, intermittent, unscheduled, or *ad hoc* teleworking. These types of agreements only require supervisor approval and do not require a Telework Request and Agreement Form (TWA).

Please Note: When COVID-19 had widespread affect in Alaska in Spring 2020, State employees who previously were not teleworking were permitted to situationally telework without a TWA. However, employees continuing to telework in order to enable compliance with COVID-19 health precautions must have an approved TWA on file by 12/31/2020.

C. Teleworking arrangements may be on a part-time or full-time basis. Initial teleworking arrangements may be approved for an initial period of up to 12 months, and then must be reviewed prior to extending.

Once an arrangement has been shown to be successful, it may be approved for up to 12 months at a time. Per section III (E), management may cancel the telework agreement at any time.

Any change in the agreed upon schedule must be approved by the supervisor, and when permanent, documented and appended to the TWA.

- D. Employees must have written approval from their supervisor prior to beginning a telework arrangement.** If working away from their duty station city an employee must have an approved Letter of Agreement (LOA) between the State and the union before beginning a telework arrangement. If the position is not represented by a union, it will require written approval of the department's Commissioner or designee or the State Personnel Director. Please Note: employees teleworking out of state or country must contact the Division of Finance for further instructions on potential tax withholding (see section III.C.6).
- E. Management retains the right to approve or deny requests based on established criteria.** Teleworking should only be considered if mutually beneficial for the agency and the employee. In deciding whether to approve an employee's request for teleworking, the supervisor shall consider the following factors:
1. The position's suitability for teleworking (See section II Q);
 2. The employee's suitability for teleworking (See section II R); and
 3. The mutual benefits to the agency and the employee.
- F. Managers will monitor employee compliance** with the TWA; relevant state policies; performance standards; expectations for work products; productivity; and time accountability.
- G. Employees must be available during work hours established in their TWA.** Employees must be available and accessible by email, phone, or other online technology during their agreed upon work schedule. Absences (including unavailability during work hours) must be pre-approved. Employees must account for all time worked and use leave, as appropriate, with prior management approval only. If an employee becomes ill on a scheduled telework day, the employee shall follow their division's established protocol used for reporting absences.
- The employee may be called in to the office when necessary to meet operational needs. The supervisor should provide reasonable notice whenever possible. However, the employee may be required to report to the office without advance notice, as needed.
- H. Managers are responsible for providing employees clear direction on assignment and project expectations.** Management will provide the employer's expectations to the employee relating to performance, assignments to be completed, timely response to e-mail and phone calls, etc.
- The supervisor and employee must have an agreed upon reporting method for tracking work assignments. If it becomes evident that the reporting method is not effective, the supervisor may require the employee to use a **Telework Assignment Log (TAL)**. A TAL would be submitted daily or weekly as appropriate.
- The supervisor and the teleworker must take actions to keep the remote employee engaged, productive, and connected.
- For additional guidance, resources, and tools on how to manage remote employees please review the DOPLR Telework Resources page at: <https://doa.alaska.gov/dop/Recruitment/telecommuteFAQ/>
- I. Supervisors must ensure adequate office coverage (if applicable).** Supervisors will need to assess what work requires public or internal contact or needs to be done at the worksite. Absences due to leave, training, holidays, and Alternate Work Schedule (AWS) schedules must be addressed when participants and supervisors arrange TWA plans to ensure adequate office coverage. Managers/supervisors are

responsible to ensure that their Divisions and working units have coverage during any applicable core hours, including the lunch period. Consideration should be given to the employees' workload and the type of work performed. These issues must be considered prior to approving any request for a telework schedule.

- J. Teleworking is not intended to be a substitute for dependent care.** Employees shall continue to make arrangements for child/dependent care to the same extent as if the employee was in the workplace. However, having a dependent at home will not necessarily prohibit an employee teleworking. Requests will be reviewed on a case-by-case basis. Supervisors can suspend TWAs for employees who use them to enable child/dependent care.

Please Note: With the spread of COVID-19, protecting the health and safety of the workforce through dispersion via teleworking (where allowed under this policy) is of highest priority. The SOA recognizes employees may have dependents at home while the employee is teleworking. Supervisors should document outcomes and deliverables expected of employees, regardless of whether dependents are at home or the employee has to provide intermittent dependent care. Supervisors and employees are encouraged to collaborate to achieve flexibility and meet mutual needs. This would include having performance metrics in place and measurable expectations are clearly communicated and the supervisor and employee can adequately track performance.

- K. Travel to and from the teleworking location to attend work-related meetings and events on teleworking days is not reimbursable.**
- L. The telework location will require adequate workspace, light, telephone service, power and temperature control.** The employee will provide telework worksite ergonomic furniture and equipment and should maintain a clean and safe workspace. Expenses incurred as a result of working a telework schedule will not be paid or reimbursed by the State including, but not limited to, the following: usage fees for privately owned computers; maintenance or operating costs of the telework site; utility costs associated with the use of telephone, computer or occupation of the home; or travel to the central office/work site if required to come in on a telework day. Please note: OIT technical support for teleworking staff will only be available during standard business hours.
- M. The employee is responsible for protecting State equipment from damage and unauthorized use.** The employee shall be responsible for notifying their supervisor immediately of any damage, theft or loss of any issued State property. In the event of theft of the equipment, the employee shall be responsible for immediately reporting the theft to local law enforcement. Any State-provided equipment will be used only by the employee to complete State work. It is not for personal use by the employee or the employee's family members. All use will comply with the SOA OIT policy.
- N. The state is not responsible for loss, damage, repair, replacement, or wear of personal property or equipment.** The employee will be liable for any loss or damage to State property. The State retains the right to inspect the worksite. Generally, no additional equipment will be provided to employees to work at alternative work sites. Any exceptions must be approved by the employee's Director, Deputy Commissioner, or Commissioner in consultation with the Office of Information Technology, when appropriate.
- O. It is the responsibility of the teleworker to determine any income tax implications of maintaining a home office area.** The State will not provide tax guidance nor will the State assume any additional tax liabilities.
- P. Teleworking from a location away from the permanent duty station may affect the employee's salary.** Approval to remain on the salary schedule associated with the permanent duty station will only be

considered for short-term telework arrangements in which the employee maintains their primary residence in that location. Otherwise, the salary schedule will be determined based on the telework location for the duration of the telework agreement. Specifics regarding the salary schedule for those employees commuting away from the duty station will be addressed in the LOA. If the position is not represented by a union, it will require written approval of the department's Commissioner or designee or the State Personnel Director.

Q. Position Suitability

An agency may consider allowing teleworking for certain positions/ job classifications which would lead to efficiencies and effectiveness in daily operations. However, not all positions/job classifications may be appropriate for teleworking. Agencies shall consider the following factors when determining which positions may be eligible for teleworking:

1. A high percentage of work can be conducted individually;
2. Collaboration and communication with colleagues can be conducted virtually;
3. Work does not require frequent in-person or *ad hoc* collaboration;
4. Work output and quality is not impacted by location (e.g. quality of customer services);
5. Performance of the work is not dependent on specialty equipment, tools/materials and settings (e.g. laboratory) that cannot be reasonably accommodated remotely;
6. Work does not depend on frequent handling of secure materials.

R. Employee Eligibility

Teleworking shall be considered an option at the exclusive discretion of management, not an employee benefit or right. Agency management has the right to initiate, terminate or suspend a teleworking arrangement for an individual employee or group of employees at any time. Management may designate any group or unit of employees not eligible for teleworking at any time. Management shall utilize the following criteria in evaluating if an individual employee or group of employees may be eligible for TWAs:

1. Performance metrics are established and measurable. Expectations are clearly communicated and work performance can be tracked.
2. Whether the employee consistently demonstrates work habits that are well-suited to teleworking, including but not limited to: self-motivation, self-discipline, the ability to work independently, manage distractions, meet deadlines, and a demonstrated record of meeting established performance expectations;
3. Whether the employee has a consistent telework location and know who would potentially have access to that location; and
4. Whether the employee has the technical capacity to work remotely, including consistent internet connection, electricity, phone reception, ability to keep sensitive or confidential materials secure, etc.

An employee may **not** be eligible to participate in remote work (pursuant to agency discretion) if:

1. The employee has received formal discipline for performance or conduct or a Performance Improvement Plan (PIP), during the previous 12 months; or
2. The employee has not gained permanent status in their current position. This requirement can be waived with approval from the Division Director or agency Commissioner or Deputy Commissioner, as appropriate.

S. Teleworking employees will report any work injuries to their supervisor immediately. An employee at his/her teleworking location during teleworking hours while performing work duties will need to complete the Notice of Occupational Illness or Injury form as soon as possible, but not later than 10 days after the injury.

T. Weather and Safety Considerations

1. If severe weather is predicted, employees must prepare to work from their alternate work site on a day when unscheduled telework is authorized, including taking their State laptop and cell phone home with them, if applicable.
2. The teleworking location(s) will be unaffected by emergencies that lead to office closings. If work can proceed at the teleworking work site(s), then the employee may not be excused from duty even if other employees ineligible for telework elsewhere have been released or excused from reporting.
3. If the teleworking location is affected by an emergency (e.g. local power outage) which does not lead to office closings and the employee is unable to perform work the teleworker must either take leave or report to the worksite.

U. Exceptions to any of these guidelines are subject to agency Commissioner discretion on a case-by-case basis.

III. Procedures

Written requests for teleworking arrangements shall be submitted to the Division Director. Requests can be submitted electronically, in paper form, or through an electronic system on the Division of Personnel's website (once developed). The Division Director will be responsible for approving teleworking requests where the employee is working remotely within the state of Alaska. The agency Commissioner must approve all requests for teleworking outside the state.

The teleworking agreement contains an acknowledgement by the employee that agency management has the right to initiate, amend, terminate, or suspend a teleworking arrangement at any time. The teleworking agreement also contains an acknowledgement by the employee that supervisors can suspend TWAs for employees who use them to enable child/dependent care (Please note update to section II.J)

A. The Teleworking Request and Agreement form contains the following information:

1. Employee Information
2. Reason for request
3. Benefits to agency and employee
4. Location(s) from which employee anticipates working
5. Expected duration
6. Standard work schedule for employee
7. Equipment to be used
8. Duties to be performed
9. Method of assessing performance
10. Position's suitability for teleworking
11. Employee's suitability for teleworking

B. Approval flow for In-State Teleworking:

1. Employee completes the applicable sections on the SOA Telework Request and Agreement (TRA) form and submits to supervisor for approval.
2. Supervisor completes the applicable sections on the TRA form and if approves, submits form to the Division Director.
3. If the Director approves the request, Director submits copies of the approved TRA form to the Human Resource Office for tracking and to the supervisor to be maintained in the supervisor's file.
4. If the teleworking arrangement involves working away from the employee's duty station city, a Letter of Agreement (LOA) with the Employee's union will be required. The agency HR staff will coordinate with Division or Personnel & Labor Relations (DOPLR) to obtain the LOA. The LOA must be finalized before the employee begins teleworking. If the position is not represented by a union, you must

coordinate with HR to obtain required written approval by the department's Commissioner or the State Personnel Director.

5. If a LOA is approved: Agency HR staff submits a copy of the approved LOA to the Division of Personnel and Labor Relations (DOPLR) Payroll Services immediately upon signing and informs the employee to contact DOPLR regarding potential salary schedule changes.
6. The Supervisor and Employee review the TWA at 12 months to evaluate the Employee's performance while teleworking. If the Employee is meeting expectations while teleworking, the TWA can be extended for up to one year at a time.

C. Approval flow for Out-of-State Teleworking:

1. Employee completes the applicable sections on the TRA form and submits to the supervisor for approval.
2. Supervisor completes the applicable sections on the TRA and if approves, submits the form to the Division Director.
3. If the Director approves the request, the Director submits request to the Commissioner's Office.
4. If the Director and Commissioner approves the request, Commissioner's Office submits copies of the approved Telework request and agreement form to the Human Resource Office for tracking and to the supervisor to be maintained in the supervisor's file.
5. The agency HR staff will coordinate with Division of Personnel & Labor Relations (DOPLR) to obtain the LOA. The LOA must be finalized before the employee begins teleworking. If the position is not represented by a union, it will require written approval of the department's Commissioner or the State Personnel Director. Note: Agency HR staff must notify the Division of Finance as soon as they become aware of the out of state or country telework situation to allow DOF time to research and set up the applicable state tax withholding structure.
6. Agency HR staff submits a copy of the approved LOA to the Division of Personnel and Labor Relations (DOPLR) Payroll Services and Division of Finance (DOF) immediately upon signing. Agency HR informs the employee to contact DOF regarding potential state tax withholdings and DOPLR Payroll Services for potential salary schedule changes. Employee must submit the applicable state tax paperwork within 3-5 business days from the signing of the LOA.
7. The Supervisor and Employee review the TWA at 12 months to evaluate the Employee's performance while teleworking. If the Employee is meeting expectations while teleworking, the TWA can be extended for up to one year at a time.

D. Contents of the TWA

The TWA sets out the specifics for the individual circumstance of the teleworking arrangement including state and personal equipment to be used, days/hours of work, location of work, general duties to be performed and method(s) of assessing teleworking performance. A template for a TWA is attached as Appendix A.

E. Renewing the TWA

1. The TWA must be discussed and renewed at least annually, or whenever there is a major change in job duties.
2. The TWA may be canceled by the employee with 15 calendar days written notice.
3. The supervisor may cancel this agreement and instruct the employee to resume working at the duty location at any time, at the discretion of the supervisor, for reasons that include, but are not limited to: exceptional and verifiable needs of the department; change in the employee's work function, non-satisfactory employee performance, or non-compliance with the telework policy. If the employee is teleworking from a location outside their normal duty station, the supervisor shall give 15 calendar days' notice when cancelling the agreement.

4. Under delegated authority, Commissioners have the authority to issue agency wide extensions of up to three months, with additional extensions as needed.

F. Denials of Teleworking

Managers must notify employees and discuss denials of teleworking requests, providing a business reason for the denial, such as:

1. Nature of work not suitable;
2. Detailed supervision required;
3. Pending deadline;
4. Technology limitations (e.g., no Internet access; inability to reach via telephone if needed);
5. Special need related to work assignment;
6. Office coverage;
7. Personal engagement with customers, clients, or stakeholders;
8. Insufficient notification;
9. Not in an eligible group/unit; and
10. Other – must provide reason.