



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

IMPM-ZA

6 April 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Presidio of Monterey, Health Protection Guidelines for Employees and Supervisors during the COVID-19 Pandemic

1. **PURPOSE.** The purpose of this policy is to mitigate the spread of COVID-19 in the United States Army Garrison, Presidio of Monterey (USAG POM) workplace while safeguarding the installation.

2. **APPLICABILITY.** This policy applies to all USAG POM civilian and military professionals whether they are physically coming to work or are teleworking from their home.

3. **PROPONENT.** The proponent for this policy is the Deputy to the Garrison Commander.

4. **REFERENCES.**

a. 2019 Novel Coronavirus Disease (COVID-19) Army Frequently Asked Questions (FAQs) – Version 1, dated 31 March 2020

b. Office of Personnel Management, Coronavirus Disease (COVID-19): Additional Guidance, dated 25 March 2020

c. Questions and Answers on Human Resources Flexibilities and Authorities for Coronavirus Disease 2019 (COVID-19)

d. EEOC, Pandemic Preparedness in the Workplace and the Americans With Disabilities Act, dated 21 March 2020

e. Joint Chiefs of Staff, Return to Work Guidelines, dated 18 March 2020

5. **GUIDANCE FOR EMPLOYEES WHO ARE DIAGNOSED WITH OR WHO DEMONSTRATE SIGNS AND SYMPTOMS ASSOCIATED WITH COVID-19.**

Supervisors may ask employees if they are experiencing flu-like symptoms such as fever, chills, cough, sore throat, or shortness of breath. Supervisors should encourage employees who demonstrate symptoms of acute respiratory illness to go home on sick or other personal leave. If the employee refuses to go home and the supervisor

IMPM-ZA

SUBJECT: United States Army Garrison, Presidio of Monterey, Health Protection Guidelines for Employees and Supervisors During the COVID-19 Pandemic

reasonably believes that the employee endangers the work force, the supervisor may direct the employee to work at a different location, perform different duties, or to go home. Excused absence (administrative leave) may be used for a brief period if it is necessary to prevent an employee from creating a health risk at the worksite. If objective evidence supports the employee's continued absence, and the employee does not voluntarily take leave, a supervisor can place an employee on enforced leave or indefinite suspension. Supervisors should consult with CPAC before placing an employee on excused absence (administrative leave) or directing an employee to take leave. Employees who have been diagnosed with COVID-19 or who are recovering from other illness will remain out of the work place until the following conditions have been met:

- a. If an employee tests positive for COVID-19, the employee may return to work if:
 1. At least two (2) negative tests are conducted at least 24-hours apart, or seven (7) days have passed since symptoms first appeared; and
 2. At least 72-hours have passed since resolution of fever (100°F oral temperature) without use of fever-reducing medications; and
 3. Improvement in other respiratory symptoms (e.g., cough, shortness of breath).
- b. If an employee presents signs and symptoms of other acute respiratory illness (e.g., cold, flu-like symptoms), the employee may return to work when:
 1. the employee is free of cough, fever, sign of fever or other symptoms for at least 72-hours, without use of symptom altering medications; and
 2. At least seven (7) days have passed since onset of symptoms.

6. GUIDANCE FOR EMPLOYEES RETURNING FROM TRAVEL TO A HIGH-RISK LOCATION OR WHO BELIEVE THEY HAVE BEEN EXPOSED TO COVID-19.

Supervisors may ask employees if they recently travelled to a high-risk location; if they recently came into contact with a confirmed COVID-19 case; or they have recently come into contact with a Patient Under Investigation (PUI) for COVID-19.

- a. Employees who return from travel to a high-risk location or who believe they have come in contact with an individual who tests positive for COVID-19 will be restricted from the workplace or to quarters if living on-post for 14-days calendar days. Employees may return to work if no symptoms develop after 14-days since the date of departure or the last date of contact with the individual with COVID-19, if they remain free of symptoms.

IMPM-ZA

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b. Employees who have come into close contact with a PUI for COVID-19 do not need to be placed on 14-day restriction from the workplace unless PUI lab test results are confirmed to be positive. While awaiting results, the supervisor may temporarily restrict the employee from work. These individuals should not return to work until instructed by their supervisor.

7. GUIDANCE FOR EMPLOYEES UNDERGOING MEDICAL EVALUATION FOR COVID-19 OR SELF CARE. Employees who are either pending a COVID-19 test or undergoing medical evaluation for COVID-19 may not return to work until cleared by their medical provider. Employees who have been directed to self-care may generally provide an email, or text from a health provider, or certify that the conditions of paragraph 5 have been met, rather than provide documentation from an in person medical examination. Employees should communicate the status of testing or evaluation to their supervisor.

8. GUIDANCE REGARDING USE OF SICK LEAVE. Sick leave or other paid leave will be used/coded when an employee becomes ill or to provide care for a family member who is ill. If an individual becomes ill or is diagnosed with COVID-19 while on Weather and Safety Leave, leave should be changed to Sick Leave or other paid leave.

9. GUIDANCE REGARDING USE OF WEATHER AND SAFETY LEAVE. Weather and Safety Leave is not a right. Supervisors may authorize Weather and Safety Leave in several circumstances. Generally this status applies if the employee is unable to perform mission duties remotely or by telework and:

a. The employee is asymptomatic of COVID-19 and subject to movement restrictions (*i.e.*, quarantine or isolation) under the direction of public health authorities;

b. The employee is asymptomatic and directed by a medical professional, public health authority, commander, or supervisor not to report to the work place;

c. The employee is at a higher risk of COVID-19 as identified by the CDC;

d. Other circumstances when the supervisor determines that an employee is not able to safely travel to or perform work at an approved location.

10. EMPLOYEE RESPONSIBILITIES. Employees who are authorized to enter the workplace will implement infection-control practices, such as regular hand washing, social distancing, coughing and sneezing etiquette, and proper tissue usage and disposal. Employees who must have contact with others within six (6) feet must wear a suitable mask. Employees should immediately notify their supervisor if they begin to experience symptoms associated with COVID-19 or believe they have been exposed to COVID-19. Employees who are restricted from the workplace by a medical provider or supervisor under any of these provisions will comply with the terms of their restriction. If

IMPM-ZA

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the employee is telework ready, the employee should continue to telework from their USAG POM designated location. If the employee is not telework ready because they cannot perform their duties at an alternate location, then the supervisor may consider utilizing Weather and Safety Leave, administrative leave, or other leave.

11. SUPERVISOR RESPONSIBILITIES. Supervisors will implement these policies and procedures to prevent the spread of COVID-19 in the workplace subject to further guidance from the Centers for Disease Control, the Department of Defense, the Department of the Army, and state/local public health officials. Supervisors will maintain all information about employee illness as a confidential medical records, and will, at all times, treat employees with dignity and respect.

12. Point of Contact for this policy is Philip M. Sanders, Deputy to the Garrison Commander, at 831-242-6604 or email Philip.m.sanders.civ@mail.mil.

GREGORY J. FORD
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Encl: Return to Work Flowchart

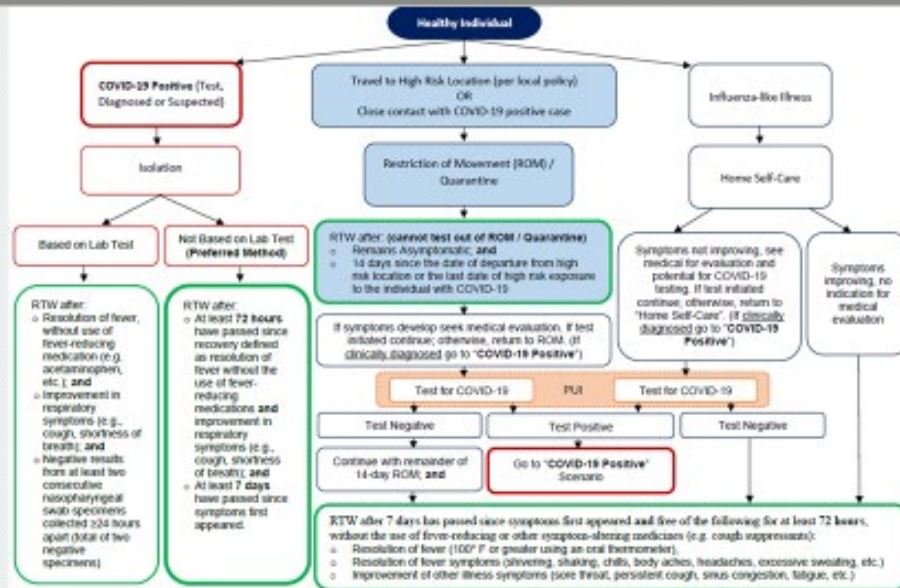
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Return to Work Flowchart



As of 01 April 2020