



# UNITED STATES ARMY GARRISON FORT RILEY

## COVID-19 TELEWORK & LEAVE FLEXIBILITIES

### *Commander's Frequently Asked Questions*

As of 1200, 20 MAR 2020

#### **Leaders,**

*The global COVID-19 pandemic represents a public health emergency affecting the civilian workforce. The Federal Government (OMB), U.S. Army (ASA, MR&A) and IMCOM have granted the Garrison Commander additional flexibilities for Department of Army employees: AF and NAF. The guidelines support my intent to minimize cases of COVID-19, safeguard Soldiers, Family Members, Civilians and Retirees ensuring force health protection and mission readiness. These flexibilities are not intended to be an entitlement and leaders must balance these flexibilities against the ability to carry on with the organization's mission. Specifically, the Garrison Commander may permit the following:*

- Institute "Ad Hoc"/Situational Telework for eligible employees as soon as possible
- Non-Telework eligible employees with medical conditions considered high risk by CDC allowed to remain at home on Admin Leave (LN/PS). Note: employee must provide proof of condition (documentation) from a medical provider
- Non-Telework eligible employees in exposed locations/work sites allowed to remain at home on Admin Leave (LN/PS) (i.e., closed facility as a precaution to reduce COVID-19 exposure)

The approval process: employees must first notify their supervisory chain and obtain approval/authorization for any of the above flexibilities. Only a Director may approve requests after notification to the Garrison Commander if a mission or service is impacted.

Supervisors should refer to IMCOM OPORD 20-038, Appendix 6, Annex J for specific instructions, references, training sites, and situational guidance. Telework requires training, documentation, and a VPN account.

#### Special notes:

- All employees in a telework situation or on Administrative Safety Leave are subject to a 2-hour recall at any time. The place of duty for employees on Administrative Leave is their primary residence during duty hours.
- Employees desiring to take annual or sick leave, even when on approved "ad hoc"/situational telework or Admin Leave (LN/PS) must still follow normal leave procedures (i.e. notification, approval, and recording)
- Employees taking personal leave (annual or sick) to a prohibited "hot zone" published in 11D daily FRAGOs are subject to a bar from post for 14 days upon return

*As IMCOM has initiated telework and Administrative Leave permissions, I urge all Commanders, Directors, Staff, and Supervisors to assess their Civilian Employee formations. If applicable and an acceptable risk to mission, offer these options as a method to reduce exposure of COVID-19.*

*Some helpful information you should keep readily available to use and share:*

#### **Telework Training:**

**<https://www.telework.gov/training-resources/telework-training/>**

#### **CDC guidelines:**

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

#### **CPAC HUMAN RESOURCE ASSISTANCE**

239-6004

#### **RESOURCE MANAGEMENT**

239-3954/2962