

This document is being continuously updated as we learn more about the impact of COVID-19. If you've opened this document more than once, please clear your history/cache and refresh the page to view the most up-to-date version.

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General

Louisiana is currently experiencing an increase in COVID-19 confirmed cases and hospitalizations. With the holidays, there is concern that employees may gather with families and friends and risk spreading the virus to others, including their co-workers when they return to work. Employees are strongly encouraged not to gather as they normally would for the holidays. Multigenerational gatherings can become super-spreading events.

In response, we have returned to the work practices implemented in Phase 2. All employees are reporting to their primary work location two days each week and working remotely three days each week. This is aimed at having no more than 50% of LDOE staff in the building on any given day.

Employees are prohibited from having any kind of in person holiday gatherings at the office. No family members (i.e. children) are allowed in the office. Employees must continue to adhere to all safety protocols including the minimum six feet social distancing requirements and mask mandates in the Claiborne building. Also, we strongly encourage the use of hand sanitizer and frequent handwashing.

Meetings should take place virtually, if possible. Employees working remotely must continue to download and complete the weekly teleworking log or a similar log, and submit it to their supervisor for approval each week. Managers are expected to continue reporting where each employee is working, or whether an employee is on leave, daily by 3:00 pm via the LDOE Employee Tracker.

COVID-19 High Risk Exemption

Individuals at higher risk for severe illness from COVID-19 are those age 65 and older and individuals with certain underlying health conditions as designated by the CDC and listed in Proclamation No. 74 JBE 2020, renewed by 83 JBE 2020, 110 JBE 2020 and 117 JBE 2020.

Those individuals who are at higher risk of severe illness, as designated by the Centers for Disease Control (CDC), are those with conditions such as asthma, chronic lung disease, compromised immune systems (including from smoking, cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or use of corticosteroids or other immune weakening medications), diabetes, serious heart disease (including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and hypertension), chronic kidney disease undergoing dialysis, liver disease, or severe obesity or those who are 65 or older. (Proclamation No. 74 JBE 2020, renewed by 83 JBE 2020, 110 JBE 2020 and 117 JBE 2020.)

In order to work outside of the primary workplace more than two days each week, employees who are 65 or older or who have any of the above listed conditions may request COVID-19 High Risk Exemption in accordance with the [COVID-19 High Risk Exemption Guidance](#).

RESOURCES: [COVID-19 High Risk Exemption Guidance](#);
[Employee Request for COVID-19 High Risk Exemption Form](#);
[Medical Certification for COVID-19 High Risk Exemption](#)

School Reopening Guidance/Alternate Work Arrangements/FFCRA Leave

The Department understands employees may be faced with issues of having to care for their children or provide support to their children for educational activities related to COVID-19. LDOE supervisors will work with employees as issues arise to determine if an alternate work agreement or FFCRA leave is needed. Employees who may have such child care issues should refer to the School Reopening Guidance for Employees for an explanation of this option and the required steps to obtain approval for an alternate work arrangement or FFCRA paid leave.

RESOURCES: [School Reopening Guidance for Employees](#);
[Request for Alternate Work Arrangements/FFCRA Form](#)

Civil Service Sick Leave Changes

Civil Service [General Circular No. 2020-053](#) provides information regarding a change to CS Rule 11.3(b), Use of Sick Leave. With this rule change, employees may now use their sick leave hours in lieu of annual leave for the illness or injury of an immediate family member which necessitates the absence, and for medical, dental or optical consultation or treatment for immediate family members when it is not

possible to arrange such appointments for non-duty hours. Before this change was enacted, employees could not use sick leave for illness or medical appointments for immediate family members. If you have additional questions regarding sick leave usage, please see the State Civil Service website at www.civilservice.louisiana.gov.

Safety Measures for COVID-19

The health and welfare of our employees remain our highest priorities. In returning employees to the workplace, specific safety measures, in compliance with recommendations from the Centers for Disease Control and Prevention, have been implemented to ensure that efforts to decrease the spread of COVID-19 continue.

Facial Coverings – A mask, scarf, bandana or other such facial covering must be worn upon entering and leaving the office building, anytime you step away from your desk, and when in common spaces such as halls, walkways, stairwells, elevators, kitchens, break rooms, meeting rooms, and restrooms. Although the cafeteria in Claiborne remains closed at this time, facial coverings must also be used in this common space upon reopening. Although wearing a facial covering at all times is preferable, employees assigned to offices with doors or individual cubicles enclosed on three sides may remove the facial covering while working alone within their designated work space. The facial covering must fully cover the mouth and nose area and may not contain images or text that is inappropriate or may be offensive to others.

Physical Distancing – Employees must maintain a minimum distance of six feet from others at all times. If more than one employee shares a cubicle, no more than one employee may use that cubicle at any given time. Although in-person meetings are permitted, telephones, teleconferences, and video conferencing should be used if possible. In-person meetings should be limited in frequency, duration, and number of attendees.

In such meetings, facial coverings must be worn, and the meeting space must be sufficient to satisfy the six foot distancing rule.

Personal Hygiene – Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended. If available, hand sanitizers also should be frequently used. Coughs and sneezes must be covered. To learn more about this topic, please refer to the *CPTP-SCS Preventing COVID-19* course available in LEO.

Elevators – Facial coverings must be worn while using the elevator. During Phase 3, elevator usage must be limited to four individuals at any one time. Additionally, employees must exercise appropriate physical distancing while waiting for the elevator.

Surface Cleaning – Prison Enterprises and contract personnel will continue to provide regular housekeeping/janitorial services, including routine cleaning and disinfecting of frequently touched areas and surfaces in high-use areas. Upon being informed that an employee has tested positive for COVID-19,

the Office of State Buildings will coordinate the cleaning and sanitizing of the employee's work space and common areas.

Symptoms/Testing Positive for COVID-19: Non-Essential Employees

If a manager is notified that one of his/her employees experiences symptoms associated with COVID-19 or tests positive for COVID-19, the manager must inform his/her Assistant Superintendent and HR (Tangla.Washington@la.gov) only. The manager must not share this information with anyone else and must keep this information confidential.

Below is additional guidance regarding symptoms/testing positive for COVID-19 for non-essential employees. For the purposes of this return to work guidance, please note that "non-essential employees" are defined as employees whose essential job functions may be performed by teleworking from home.

Guidance for Non-Essential Employees

Non-Essential Employees are employees whose essential job functions may be performed by teleworking from home.

I. Employees Exhibiting Symptoms of or Having Tested Positive for COVID-19

A. Employees exhibiting symptoms of COVID-19 who have not been tested for COVID-19

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work after:
 - a. 3 days with no fever without use of fever-reducing medication **AND**
 - b. respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - c. at least 10 days have passed since symptoms first appeared.
3. Leave:
 - a. If an employee is unable to work due to symptoms, and is not being tested or seeking a medical diagnosis, normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).
 - b. If an employee is unable to work due to symptoms, and is seeking a medical diagnosis or has been advised by a healthcare provider to quarantine due to COVID-19, the Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid sick leave. Evidence of an employee seeking a medical diagnosis or having been advised by a health care provider to quarantine due to COVID-19 is required to be eligible for paid leave under the EPSLA.
 - c. After EPSLA leave is used, normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).

4. Telework during quarantine: If an employee is symptom free and able to work at any time during quarantine, the employee may telework if work lends itself to being done remotely and with Assistant Superintendent approval.
 - 1) If approved for telework, the employee must submit a weekly [teleworking log](#), or a similar log, to the supervisor for approval.
 - 2) If not approved to telework, see [Essential Employees Guidance](#).

B. Employees exhibiting symptoms of COVID-19 and testing positive for COVID-19

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work after:
 - a. 3 days with no fever without use of fever-reducing medication **AND**
 - b. respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - c. at least 10 days have passed since symptoms first appeared.
3. Leave:
 - a. If an employee is unable to work due to symptoms, the Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid sick leave. Evidence of a positive test for COVID-19 is required to be eligible for paid leave under the EPSLA.
 - b. After EPSLA leave is used, normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).
4. Telework during quarantine: If an employee is symptom free and able to work at any time during quarantine, the employee may telework if work lends itself to being done remotely and with Assistant Superintendent approval.
 - 1) If approved for telework, the employee must submit a weekly [teleworking log](#), or a similar log, to the supervisor for approval.
 - 2) If not approved to telework, see [Essential Employees Guidance](#).

C. Employees testing positive for COVID-19, but not exhibiting symptoms of COVID-19

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work after:
 - a. 10 days have passed since the date of the employee's first positive test for COVID-19 with no subsequent illness.
3. Telework during quarantine: If an employee remains symptom free and able to work during quarantine, the employee may telework if the work lends itself to being done remotely and based on Assistant Superintendent approval.
 - 1) If approved for telework, the employee must submit the weekly [teleworking log](#), or a similar log, to the supervisor for approval.
 - 2) If not approved to telework, see [Essential Employees Guidance](#).

II. Employees with Household Member Exhibiting Symptoms of or Testing Positive for Covid-19

A. Household member exhibiting symptoms of COVID-19 who has not been tested

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to Work:
 - a. 10 days after household member has been
 - 1) without fever without use of fever-reducing medications **AND**
 - 2) respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - 3) at least 10 days have passed since symptoms first appeared **OR**
 - b. 7 days with a negative test taken on or after day 5 after household member has been
 - 1) Without fever without use of fever inducing medications **AND**
 - 2) Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - 3) At least 10 days have passed since symptoms first appeared.
3. Telework during quarantine: The employee may telework if work lends itself to being done remotely and with Assistant Superintendent approval.
 - 1) If approved for telework, the employee must submit a weekly [teleworking log](#), or a similar log, to the supervisor for approval.
 - 2) If not approved to telework, see [Essential Employees Guidance](#).

B. Household member exhibiting symptoms of COVID-19 and tested positive for COVID-19

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to Work:
 - a. 10 days after household member has been
 - 1) without fever without use of fever-reducing medications **AND**
 - 2) respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - 3) at least 10 days have passed since symptoms first appeared **OR**
 - b. 7 days with a negative test taken on or after day 5 after household member has been
 - 1) Without fever without use of fever-reducing medications **AND**
 - 2) Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - 3) At least 10 days have passed since symptoms first appeared.
3. Telework during quarantine: The employee may telework if work lends itself to being done remotely and with Assistant Superintendent approval.

- 1) If approved for telework, the employee must submit a weekly [teleworking log](#), or a similar log, to the supervisor for approval.
- 2) If not approved to telework, see [Essential Employees Guidance](#).

C. Household member tested positive for COVID-19 but has no symptoms of COVID-19

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work after: 10 days have passed since the date of the household member's first positive test for COVID-19 with no subsequent illness.
3. Telework during quarantine: The employee may telework if the work lends itself to being done remotely and based on Assistant Superintendent approval.
 - 1) If approved to telework, the employee must submit the weekly [teleworking log](#), or a similar log, to the supervisor for approval.
 - 2) If not approved to telework, see [Essential Employees Guidance](#).

III. Employee Has Been Exposed to COVID-19 through Close Contact with Someone Confirmed to Have COVID-19 Other Than A Household Member, but Employee Is Not Exhibiting Symptoms and Has Not Tested Positive for COVID-19. (Note: A close contact occurs when a person is within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the infected patient is isolated.)

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work:
 - a. 10 days after last known close contact with a confirmed case of COVID-19 provided no symptoms appear; or
 - b. 7 days with a negative test taken on or after day 5 after last known close contact with a confirmed case of COVID 19.
3. Telework during quarantine: The employee may telework if the work lends itself to being done remotely and based on Assistant Superintendent approval.
 - 1) If approved to telework, the employee must submit the weekly [teleworking log](#), or a similar log, to the supervisor for approval.
 - 2) If not approved to telework, see [Essential Employees Guidance](#).

IV. Employees Who Are Ill with Non-COVID-19 Illnesses

1. Notice: Notify your supervisor.
2. Return to work: When recovered from illness.
3. Leave: Normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).

Symptoms/Testing Positive for COVID-19: Essential Employees

If a manager is notified that one of his/her employees experiences symptoms associated with COVID-19 or tests positive for COVID-19, the manager must inform his/her Assistant Superintendent and HR (Tangla.Washington@la.gov) only. The manager must not share this information with anyone else and must keep this information confidential.

Below is additional guidance regarding symptoms/testing positive for COVID-19 for essential employees. For the purposes of this return to work guidance, please note that “essential employees” are defined as employees whose essential job functions cannot be performed from home.

Guidance for Essential Employees

Essential Employees are employees whose essential job functions cannot be performed from home.

I. Essential Employees Exhibiting Symptoms of or Testing Positive for COVID-19

A. Essential employees exhibiting symptoms of COVID-19 that have not been tested

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work after:
 - a. 3 days with no fever without use of fever-reducing medication **AND**
 - b. respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - c. at least 10 days have passed since symptoms first appeared.
3. Telework: Essential employees may not telework due to the nature of their work.
4. Leave:
 - a. If an employee is not being tested or seeking a medical diagnosis, normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).
 - b. If the employee is seeking a medical diagnosis or has been advised by a health care provider to quarantine due to COVID-19, the Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid sick leave. Evidence of an employee seeking a medical diagnosis or having been advised by a health care provider to quarantine due to COVID-19 is required to be eligible for paid sick leave under the EPSLA.
 - c. After EPSLA leave is used, normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).

B. Essential employees exhibiting symptoms of COVID-19 and testing positive for COVID-19

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work after:
 - a. 3 days with no fever without use of fever-reducing medication **AND**
 - b. Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - c. at least 10 days since symptoms first appeared.

3. Telework: Essential employees may not telework due to the nature of their work.
4. Leave:
 - a. Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid sick leave. Evidence of an employee's positive test for COVID-19 is required to be eligible for paid sick leave under the EPSLA.
 - b. After EPSLA leave is used, normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).

C. Essential employees testing positive for COVID-19 but not exhibiting symptoms of COVID-19

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work after: 10 days have passed since the date of the employee's first positive test for COVID-19 with no subsequent illness.
3. Telework: Essential employees may not telework due to the nature of their work.
4. Leave:
 - a. Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid sick leave. Evidence of an employee's positive test for COVID-19 is required to be eligible for paid sick leave under the EPSLA.
 - b. After EPSLA leave is used, normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).

II. Essential Employees with Household Members Exhibiting Symptoms of or Testing Positive for COVID-19

A. Essential employee with household member exhibiting symptoms of COVID-19 and household member has not been tested for COVID-19

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to Work:
 - a. 10 days after infected household member has been
 - 1) 3 days with no fever without use of fever-reducing medication **AND**
 - 2) respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - 3) at least 10 days have passed since symptoms first appeared**-OR-**
 - b. 7 days with a negative test taken on or after day 5 after infected household member has been
 - 1) 3 days with no fever without use of fever-inducing medication **AND**
 - 2) Respiratory symptoms have improved(e.g. cough, shortness of breath) **AND**
 - 3) at least 10 days have passed since symptoms first appeared
3. Telework: Essential employees may not telework due to the nature of their work.

4. Leave:
 - a. Normal leave rules apply unless the employee is advised by a healthcare provider to quarantine due to household member. See [EP 4.2-Leave Types and Usage](#).
 - b. If an employee is advised by a healthcare provider to quarantine, Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid sick leave. Evidence that a healthcare provider has advised the employee to quarantine due to COVID-19 is required to be eligible for paid leave under the ESPLA to apply.
 - c. After EPSLA leave is used, normal leave rules apply per [EP 4.2-Leave Types and Usage](#).

B. Essential Employee with Household Member Exhibiting Symptoms of COVID-19 and Household Member Has Tested Positive for COVID-19

1. Notice: Notify your supervisor and (Tangla.Washington@la.gov).
2. Return to Work:
 - a. 10 days after infected household member has been
 - 1) 3 days with no fever without use of fever-reducing medication **AND**
 - 2) respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - 3) at least 10 days have passed since symptoms first appeared **OR**
 - B. 7 days with a negative test taken on or after day 5 after the infected household member has been:
 - 1) 3 days with no fever without use of fever-reducing medication **AND**
 - 2) Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
 - 3) At least 10 days have passed since symptoms first appeared.
3. Telework: Essential employees may not telework due to the nature of their work.
4. Leave:
 - a. Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid sick leave. Evidence of household member's positive test for COVID-19 is required to be eligible for paid leave under the EPSLA.
 - b. After EPSLA leave is used, normal leave rules apply per [EP 4.2-Leave Types and Usage](#).

C. Essential Employee with Household member testing positive for COVID-19 but household member is exhibiting no symptoms of COVID-19

1. Notice: Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work after: 10 days have passed since the date of the household member's first positive test for COVID-19 with no subsequent illness.

3. Telework: Essential employees may not telework due to the nature of their work.
4. Leave:
 - a. Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid sick leave. Evidence of a household member's positive test for COVID-19 is required to be eligible for paid sick leave under the EPSLA.
 - b. After EPSLA leave is used, normal leave rules apply per [EP 4.2-Leave Types and Usage](#).

III. Essential Employee Exposed To COVID-19 Through Close Contact With Someone Confirmed to Have COVID-19 Other Than A Household Member, But Essential Employee Is Not Exhibiting Symptoms Of COVID-19 And Has Not Tested Positive For COVID-19 (NOTE: A close contact occurs when a person is within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the infected patient is isolated.)

1. Notify your supervisor and HR (Tangla.Washington@la.gov).
2. Return to work after:
 - a. 10 days after last known close contact with a confirmed case of COVID-19; or
 - b. 7 days after last known close contact with a confirmed case if the employee has a negative result from a test taken on or after day 5 of quarantine.
3. Telework: Essential employees may not telework due to the nature of their work.
4. Leave:
 - a. If an essential employee is advised by a health care provider to quarantine due to COVID-19 concerns, Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid leave. Evidence of close contact with a person confirmed to have COVID-19 is required.
 - b. After EPSLA leave is used, normal leave rules apply per [EP 4.2-Leave Types and Usage](#).

IV. Employees Who Are Ill with Non-COVID-19 Illnesses

1. Notice: Notify your supervisor.
2. Return to work: When recovered from illness.
3. Leave: Normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).

Enforced Sick Leave

Employees who arrive sick to the work site or become sick during the day while at work displaying symptoms of COVID-19 shall be immediately separated from other employees and sent home. If an employee refuses to leave the work site, an appointing authority may place the employee on enforced sick leave per [Civil Service Rule 11.13.1](#).

Leave

- If an employee is diagnosed with COVID-19:
 - Emergency Paid Sick Leave Act (EPSLA) provides up to 10 days of paid sick leave. Evidence of an employee's positive test for COVID-19 is required to be eligible for paid sick leave under the EPSLA.
 - After EPSLA leave is used, normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).
- If an employee is not diagnosed with COVID-19, normal sick leave rules apply per [EP 4.2-Leave Types and Usage](#).