



Sent: Thursday, March 12, 2020 4:09 PM
Subject: Employees Are Ill or Who May Be Exposed to COVID-19

To All DOT Employees:

This is to follow-up on Commissioner Giulietti's email earlier today. In the past when the State faced pandemic situations such as SARS, the Avian (bird) flu, swine flu etc., the State planned for coverage and continuity of operations in the event of a catastrophic outbreak leading to staffing shortages. Consideration was given to potential impacts to critical functions and how they could continue to be performed. The State is in the process of revisiting those plans, and additional direction will be provided as circumstances evolve. For more immediate circumstances we offer the following guidance.

Employees Are Ill or Who May Be Exposed to COVID-19

- Employees who are ill with COVID 19 or manifesting symptoms of the virus (including fever, coughing and shortness of breath) should follow the instructions of their health care professional. The illness may or may not arise to the level of an FMLA covered event. Employees who are ill should utilize accrued sick leave. Once the sick leave is exhausted, said employees may use other accrued leave including vacation, personal leave or accrued compensatory time. There may be additional paid leave benefits such as advance sick leave, leave donation and sick leave bank as prescribed by the specific collective bargaining agreement or policy. Employees should follow normal call out procedures to report his/her absence as applicable.

Please be aware that the Centers for Disease Control (CDC) recommends that employees who report to work demonstrating symptoms of COVID-19 or develop such symptoms while at work should be directed to return home. Because individuals may demonstrate such symptoms for reasons other than COVID-19 (or other infectious diseases), you should contact your agency Human Resources professionals who will speak with the affected individual in a confidential setting.

- Employees caring for a family member or someone domiciled in the same residence who is ill with COVID 19 or manifesting symptoms of the virus may utilize sick family leave, vacation, personal leave, or compensatory time upon request for the portion of the day devoted to caregiving. Such employees should stay at home and self-monitor consistent with the CDC guidelines for 14 days from the original date of exposure. Said employees may request to telework for the portion of the day not devoted to caregiving. The illness may or may not arise to the level of an FMLA covered event. To the extent that the employee who is providing care to a family member is directed by a medical professional to self-monitor, the employee will be eligible for paid leave pursuant to 5-248(a) for 14 days from the date of

exposure. Your human resources representative may request appropriate documentation to support such request. Employees should follow normal call out procedures to report his/her absence as applicable. Employees who are approved to take paid leave pursuant to 5-248(a) will be provided the appropriate time and leave code for their absence.

- Employees who have travelled to one of the Level 2 or Level 3 countries as defined by the CDC*, and return asymptomatic, should stay at home and self-monitor consistent with the CDC guidelines for 14 days from the date of return. If they are approved to telework by then he/she will be allowed to do so during the self-monitoring period. The telework guidelines shall be suspended, as needed, thus allowing staff to telework for the entire period and not for only two days per week. Those employees for whom telework is not approved by their Director shall stay at home and self-monitor consistent with the CDC guidelines, and he/she shall be placed on paid leave pursuant to 5-248(a) for 14 days from the date of exposure. In either situation, the employee must provide documentation of travel to a Level 2 or Level 3 country, including a travel itinerary and a photocopy of the passport substantiating proof of said travel and date of return. Employees should follow normal call out procedures to report his/her absence. Employees who are approved to take paid leave pursuant to 5-248(a) will be provided the appropriate time and leave code for their absence.

- Employees with a family member domiciled with the employee who travelled to one of the Level 2 or Level 3 countries as defined by the CDC, should stay at home and selfmonitor consistent with the CDC guidelines for 14 days from the date of exposure. If they are approved by their Director to telework, then he/should be allowed to do so during the self-monitoring period. The telework guidelines shall be suspended, as needed, thus allowing them to telework for the entire period and not for only two days per week. These employees who are not approved to telework shall stay at home and selfmonitor-DELETE DASH consistent with the CDC guidelines, and shall be placed on paid leave pursuant to 5-248(a) for 14 days from the date of exposure. The employee must provide documentation that the family member domiciled with the employee travelled to a Level 2 or Level 3 country, including a travel itinerary and a photocopy of the passport substantiating proof of said travel and date of return. Employees should follow normal call out procedures to report his/her absence as applicable. Employees who are approved to take paid leave pursuant to 5-248(a) will be provided the appropriate time and leave code for their absence.

- Employees who are asymptomatic but have been directed by a medical provider or public official to stay home and self-monitor due to possible community exposure, should follow such directives. If you are approved to telework by your Director, then you should be allowed to do so during the self-monitoring period. The telework guidelines shall be suspended, as needed, thus allowing staff to telework for the entire period and not for only two days per week. Those employees for whom telework is not approved, shall be placed on paid leave pursuant to 5-248(a) for 14 days from the date of exposure. Employees should follow normal call out procedures to report his/her absence as applicable. Employees who are approved to take paid leave pursuant to 5248(a) will be provided the appropriate time and leave code for their absence.

Employees who have a medical condition that may put them at higher-than-average risk for infection who believe that he/she may need other or additional workplace modifications should follow the agency Americans with Disabilities (ADA) Policy:

https://www.ct.gov/dotsi/lib/dotsi/documentsandforms/policystatementsexecutive/ex.o17_ada_policy_022719.pdf

Since the CDC has encouraged individuals to contact a health care provider remotely rather than physically going to a medical facility, requirements for a medical certificate documenting the illness may be waived. If an employee cannot provide medical certification, the employee shall provide a written explanation to their agency human resources representative describing their symptoms, the directions they have received from medical providers or public officials, and any supporting documentation they may possess.

*<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

We will provide additional updates as they become available. If you have any questions, please contact your human resources representative.