



OKLAHOMA
Office of Management
& Enterprise Services

AAA MEMO: HCM 20-05

Date: March 24, 2020

Directors:

Many of you are seeking guidance. Due to the current emergency status and at the request of John Budd, this memo is offered to relay to you a directive on best practices for Oklahoma employees.

1. Governor Stitt issued Executive Order 2020-07, which directed each agency to establish and, if necessary, implement a remote work policy.
2. On March 15, Chief Operating Officer John Budd issued a memo advising that all employees who can should move to full-time telework status.
3. As part of John Budd's strategy, he advised that employees needing to care for children while teleworking be offered leniency during this time.
4. The State Department of Health posted COVID-19 employers' guidance which recommends separating sick employees and, if an employee is *confirmed* to have COVID-19, to inform fellow employees of their possible exposure while maintaining confidentiality of the exposed employee.
5. Please note, if an agency feels they need to close or reduce service access to a building, that approval must be coordinated through Chief Operating Officer John Budd.

In regard to leave rules, John Budd authorized me to offer further advice:

1. Sick employees should be at home on sick leave.
2. Healthy employees should be at home teleworking and submitting their time worked.
3. At the discretion of each agency director, healthy employees providing critical services shall continue to report to the duty station as their schedule requires.
4. At the discretion of each agency director, healthy employees with no ability to telework, who have been deemed not critical to agency services and can't be redeployed to critical services, should go home on **regular pay**.
5. Healthy employees who have been exposed to *confirmed* COVID-19 co-workers should work from home for a period of 14 days.

6. Healthy employees providing critical services who have been exposed to *confirmed* COVID-19 co-workers and cannot work from home may be sent home on **regular pay** for 14 days.
7. Healthy employees providing critical services who have been exposed to suspected COVID-19 co-workers should report to work as usual, taking care to watch for symptoms and use sick leave if symptoms arise.
8. Healthy employees who have the ability to telework and choose not to work should use comp time, annual leave or sick leave.

Additionally, I am advising:

1. Agencies have discretion to implement flexible leave policies.
2. Agencies have discretion to waive physician statements for employees on sick leave returning to work.
3. Agencies should not be asking for Reentry to Duty documents for employees who took leave to care for a dependent. Those employees should be able to return to a telework or in-office status, whichever is applicable, and should not be required to take leave.
4. Agencies should review their leave sharing policies and be aware that OMES maintains the Leave of Last Resort Bank. For more information about the Leave of Last Resort bank or to add your name to the Leave Sharing Registry, please visit the following link:

<https://omes.ok.gov/services/employee-benefits/leave-sharing-registry>.

5. Agencies have discretion to relax Family Medical Leave Act (FMLA) notice requirements and certifications.
6. OMES will be providing further guidance as a result of the Families First Coronavirus Response Act effective April 2, 2020.

I encourage you to use your best judgment in managing your employees. However, if you have questions relating to your workforce, I am happy to assist. Please email me at Dana.Webb@omes.ok.gov.

Respectfully,

Dana Webb
OMES Chief of Staff