



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

PO Box 47500 □ Olympia, Washington 98504-7500 □

March 10, 2020

TO: HR Directors, General Government & Higher Education Institutions

FROM: Franklin Plaistowe, Assistant Director 
State Human Resources

RE: **COVID-19 WORKFORCE GUIDELINES**

Purpose

The purpose of this memorandum is to make you aware of a statewide policy document and forthcoming rules involving major operational HR matters involved in working with the COVID-19 situation. The attached policy document provides guidance for employees who are subject to self-quarantine requirements. This information is applicable to agencies but does not apply to higher education institutions at this time. .

Circumstances Involving Self-Quarantine

When evaluating circumstances of employee self-quarantine, agencies should review the Center for Disease Control and Prevention guidelines to determine when a self-quarantine is required.

- Click [here](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html) to see the risk assessment and guidelines document.
(<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>)
- Click [here](https://www.cdc.gov/coronavirus/2019-ncov/downloads/public-health-management-decision-making.pdf) to see the CDC flowchart.
(<https://www.cdc.gov/coronavirus/2019-ncov/downloads/public-health-management-decision-making.pdf>)

Remote Working Opportunities

If an employee is required to self-quarantine and is otherwise healthy and able to work, all appropriate remote working opportunities should be explored where feasible. Agencies should explore options to the fullest extent possible. For example, if an employee is self-quarantined but the work does not ordinarily lend itself to remote work, the employer should consider whether the employee could assist with work projects from their home or work on other professional enrichment efforts.

Expansion of Paid Leave Status

In the rare instance where an employee is required to self-quarantine but is not able to work remotely in any capacity, the employer will be permitted to keep the employee in paid status while the employee is home in self-quarantine status. The attached guidelines provide additional details around the process and limitations. The OFM-SHR team will be working to assist with interpretive guidance.

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Emergency Rules to be Filed March 10, 2020

OFM is pursuing emergency rulemaking to align with the attached procedures. As mentioned in the guidelines, we will monitor the implementation of these guidelines and adjust as necessary.

Thank you and Next Steps

Thank you for your leadership as we work together through these important public health issues for our workforce. Our team will be working on interpretative assistance and tools for agencies. I realize that this is a unique situation and we will work to support and assist you as much as possible.

Points of Contact

Below are our main points of contact:

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Attachment