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John Bel Edwards, Governor
Marketa Garner Walters, Secretary

DEPARTMENTAL MEMORANDUM 20-05

DATE: MARCH 15, 2020

TO: DCFS STATE, REGIONAL AND PARISH STAFF

**FROM: TERRI RICKS
DEPUTY SECRETARY**

RE: DCFS COVID-19 TEMPORARY LEAVE AND WORK GUIDANCE

The purpose of this document is to provide temporary policy and implementation guidance to DCFS employees regarding time and attendance, alternative worksite assignment, and leave usage for the duration of this declared state of emergency. The authorizations provided herein are intended to facilitate implementation of the Governor’s Executive Orders relative to limiting exposure to and the spread of the COVID-19 virus. These steps are necessary to protect the health and safety of the Department’s employees and to provide methods for maintaining our ability to provide critical services to those who depend on the availability of the Department’s services.

Because the Commissioner of Administration has determined that State agency offices will remain open and fully functional during this event, effective March 16, 2020 and until April 12, 2020, employees shall adhere to the following:

- To the extent possible while in DCFS offices, employees are to practice social distancing (six feet, if possible), disinfect work surfaces, wash hands frequently, and cough into their elbows.
- Each employee preparing to report to a DCFS facility should take his temperature before leaving home. If the employee’s thermometer registers a fever of 100.4 or greater, the employee should remain at home for the day and contact their immediate supervisor directly. All employees will be subject to a temperature check upon arrival at a DCFS facility. If the employee registers a fever above 100.4, the employee will be denied access to the facility and must contact their supervisor for further instruction.



- Employees who are ill (non COVID-19) are required to take off work, using normal sick leave procedures.
- Employees who request and are approved the use of accrued annual leave for reasons not related to COVID-19 are required to follow the usual and customary request and approval procedures.

It is the Department's intent to maintain COVID-19 impacted employees in paid status to the extent feasible. Therefore, in addressing employee leave related to the COVID-19 event, as authorized by Civil Service rules, the following guidelines apply to both full-time classified and unclassified DCFS employees:

- **Employees Diagnosed with COVID-19**
Any employee who is presumptively or positively diagnosed with the COVID-19 virus is required to take off work using normal sick leave procedures and to notify their immediate supervisor and the HR Section at DCFSHRCOVID-19@LA.GOV. Employees will be required to present proof of being cleared by a medical doctor to return to work. Supervisors shall authorize the use of compensatory leave and annual leave upon exhaustion of sick leave. **In the event all of an employee's accrued sick, compensatory and annual leave (in that order) are exhausted**, supervisors authorize the use of special leave (**Act of God**), under Civil Service [Rule 11.23\(d\)](#) through midnight on April 12, 2020. Additionally, in this situation, FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern.
- **Visibly Sick Employees who refuse to leave work**
If an employee who is observed to appear to be visibly ill or exhibits symptoms of COVID-19, refuses to leave work; the Supervisor may enforce leave. The following actions may be implemented in the listed order of preference, until the employee is cleared by a medical doctor to return to work: 1) enforced compensatory leave under [C.S.R. 21.6\(b\)](#); 2) enforced annual leave under [C.S.R. 11.9](#) (if annual leave balance is above 240 hours); or 3) place the employee off from work pursuant to [Rule 12.10](#) (suspension pending investigation).
- **Employees who have compromised immune systems**
Supervisors shall allow any employee who has a compromised immune system or health issues for whom isolation is recommended due to the risk of exposure to COVID-19, to work remotely if possible. If an employee is not able to work remotely and cannot report for duty because of health concerns, the supervisor shall authorize the use of compensatory and annual leave, as appropriate. Once compensatory leave and annual leave have been exhausted, supervisors shall authorize the use of sick leave for this period per emergency policy guidelines implemented by the Civil Service Director. In the event compensatory, annual, and sick leave (in that order) are exhausted, the supervisors shall place the employee on Special Leave (Act of God), under Civil Service [Rule 11.23\(d\)](#) through midnight on April 12, 2020.



- **Employees who are possibly exposed to COVID-19 but have no symptoms**

Employees who are not ill, but who may have traveled internationally, may reside with a family member who has traveled internationally, may be aware of possible exposure to someone presumptively or positively confirmed to have COVID-19, or may have been contacted by health officials to advise that such contact has occurred, are required to report that information to their immediate supervisor and the HR Section at DCFSHRCOVID-19@LA.GOV. If the employee is not symptomatic and/or has not tested positive for COVID-19, the DCFS manager will implement measures to allow the employee to work remotely, if possible. If an employee is not able to work remotely through the designated incubation period the supervisor shall place the employee on Special Leave (Act of God) under Civil Service [Rule 11.23\(d\)](#). The incubation period will run for 14 days from the date of known exposure with the diagnosed person. If the employee becomes ill or diagnosed with COVID-19, the employee should notify their immediate supervisor and the HR Section at DCFSHRCOVID-19@LA.GOV immediately and the supervisor shall approve sick leave, compensatory leave or annual leave (in that order). Upon exhaustion of all leave, the supervisor shall place the diagnosed employee on time off without loss of pay through the incubation period under Civil Service [Rule 11.23\(d\)](#).

- **Employees who are impacted by school and day care closures**

Dependent care issues may arise from the closure of schools and daycares as a result of [Proclamation No. JBE 2020-27](#). To the extent possible DCFS managers will implement measures to allow employees to work remotely. If an employee is not able to work remotely and cannot report to work because of dependent care issues, the supervisor shall authorize the use of normal compensatory leave and annual leave. Once compensatory and annual leave have been exhausted, supervisors shall authorize the use of sick leave for this period per emergency policy guidelines implemented by the Civil Service Director. In the event compensatory, annual, and sick leave (in that order) are exhausted, the supervisor shall place the employee on Special Leave (Act of God), under Civil Service [Rule 11.23\(d\)](#) through midnight on April 12, 2020.

