



DIVISION OF FORESTRY COVID-19 HANDBOOK

Date Issued: September 18, 2020 (Version 11)



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I. INTRODUCTION

Purpose:

The safety of our employees is our first and foremost priority. We want to ensure that all DOF employees are aware of the resources available to them as we work together to meet the challenges of the COVID-19 pandemic.

This manual is the DOF reference guide for memos, directives, and operational guidance related to health and safety of all employees during the COVID-19 pandemic. Updates will occur periodically and, where appropriate, will be incorporated into this manual.

We are working with our Management Team, the DNR Commissioner, interagency partners, and many of you to establish the final Best Management Practices and apply them consistently throughout the Division.

Essential Employees

See [Governor's Mandate #10](#) for essential employees. Since DOF is a first responder agency, all DOF employees are considered essential.

- iv. "First Responders," which includes emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel.
- v. "Essential Governmental Functions," which includes all services needed to ensure the continuing operation of government agencies and provide for the health, safety, and welfare of the public. This includes Department of Defense personnel returning from temporary duty or engaging in mission essential travel. This also includes Office of Children's Services personnel acting in an official capacity.

II. Facilities and Work Environment

Facilities Access

Access to fire management facilities is limited to on-duty personnel and others conducting essential business. Unauthorized or unessential personnel are not allowed into the buildings. Off-duty employees are not allowed on-station without approval from their supervisor.

On-duty employees will utilize phone calls, emails, and teleconferencing as preferred methods of communicating and conducting business. Employees will minimize time spent in other's workspaces. Access to the building is through one designated entrance only.

General Actions:

- Practicing social distancing.
- Cleaning general facilities daily.
- Cleaning commonly used spaces/surfaces multiple times per day.
- Directing facilities (Areas) to maintain a two-week supply of cleaning supplies, to be considered PPE for employees.
- Installing physical barriers in some offices where social distancing cannot occur with the public.
- Requiring employees to wear face coverings, if appropriate for activity, when social distancing cannot be maintained. Note: if regular face masks cannot be worn for health reasons, employees may wear a face shield.
- Discontinuing the use of community-use items (pens, staplers, hole punches, etc.).
- Isolating after encounter. Ensure protocols are in place regarding how to handle isolation if a responder encounters someone with the virus. This would include dealing with immediate decontamination.
- Ensuring a system is in place for reporting incidents of exposure.

Administrative Actions:

- Using Microsoft Teams for virtual meetings.
- Establishing simple screening procedures at points of entry to interaction (i.e. where more than a single staff member will be working).
- Procuring additional laptops in anticipation of additional staff telecommuting.
- Quarantining and tracking of staff required by State mandates.
- Managing staff working a combination of telecommuting agreements, COVID-19 leave, and personal leave.
- Soliciting vendor contacts for cleaning contracts.
- Responding to concerns from employees, family members, and the public regarding our response or lack of response relative to COVID-19.
- Facilitating staff telecommuting agreements.
- Developing requirements for Emergency Contact lists, Continuing Operation Plans (COOP) and Employee Availability lists.
- Submitting required forms, timesheets, and documents online.
- Developing procedures for supplemental workforce.

Training Measures:

- Extending red card currency requirement mandates for one year.
- Training for staff either canceled or delivered online.
- Canceling fire refresher for the year.
- Delivering red card (130-190) classes online, including field requirements with social distancing.

Field Operations Actions:

- Located in the Area COVID-19 Mitigation Plans at <http://forestry.alaska.gov/covid>.
- Wildland Fire Operations [Prevent & Manage COVID Flyer](#)

Facilities Supplies:

- Area offices should purchase cleaning, sanitizing, and personal protective equipment (PPE) items from local sources. Warehouses can support offices that are remote or limited in their ability to purchase these supplies locally.
- Warehouse stock is prioritized for statewide inventory for the 2020 fire season.
- COVID information signs from CDC should be posted in offices:
 - [Hand-washing posters](#)
 - [Stop the spread of germs](#)

Decontamination of facilities and/or equipment:

- Use CDC guide for [Cleaning and Disinfection for Community Facilities](#) and [Household Cleaning](#) for suspected or confirmed Coronavirus disease.
- Vendors for decontamination are to be identified and established through procurement at the Area or Sectional Office level.

Disinfecting work areas:

Clean areas or items with soap and water detergent. Then, use a household disinfectant.

Personal Protective Equipment:

Distribution of medical supplies is given priority to healthcare providers. DOF Fire Support staff is working with State EOC (Emergency Operations Center) to establish fire season priority; however, utilize local vendors or retailers in the short term.

DOF will provide masks for permanent employees and EFF. Employees need to request masks through their supervisors. If possible, EFFs should bring their own masks. Firefighters MUST bring masks when deployed to an incident, as well as hand sanitizer and cleaning wipes. If regular face masks cannot be worn for health reasons, employees may wear a face shield.

N-95 masks are being reserved for Fire Medics and miscellaneous employees with a current EMT, ETT or other relative medical certification and designation where DOF expects them to perform medical duties on the job.

Face Coverings

On July 22, Governor Dunleavy issued a new workplace policy for **wearing a face mask** in State of Alaska facilities:

All employees, contractors, and visitors to State of Alaska facilities must wear a face mask if social distancing of at least six feet or more between individuals cannot be maintained. This applies to entryways, hallways, stairwells, elevators, enclosed parking areas, and personal offices where a six-foot distance cannot be exercised.

Although wearing a mask or face covering is a tool to assist with minimizing the spread of COVID-19, it is no substitute for proper handwashing, hygiene, and practicing social distancing of at least six feet between you and others. While our actions may not eliminate the virus, these actions will help reduce the spread of the virus to others.

See the CDC's [updated recommendations](#) on the use of cloth face coverings to help slow the spread of COVID-19 for more information.

DOF's expectations for wearing face coverings:

DOF is a first responder agency, and as firefighters and support personnel, it is our responsibility as public servants to protect the public. Most of that is protecting life and property from fire, but we also have an inherent duty to protect the public from spreading the virus ourselves.

DOF will follow CDC requirements regarding face coverings: When our employees are in a public setting or having face-to-face interactions with the public, whether in the office or the field, they are to be wearing face coverings.

Wear a mask when you are:

- in a public place such as a grocery store, pharmacy, etc.
- at an incident briefing or interacting with the public.
- in a vehicle with others; and
- in the office when a 6 foot social distance isn't possible; for example, walking down the hall, getting something off the printer, getting coffee, etc.

When in the workplace, the following should be adhered to by all DOF personnel:

1. Face coverings should be worn at times when social distancing cannot be met. Two face masks per employee are available and are expected to be used.
2. Wearing a face covering may be difficult during some activities, such as driving long distances. DOF will treat this as a respectful workplace situation. If an employee is not comfortable with others not wearing a face covering, they may ask everyone to cover their faces.

3. When DOF staff are in the workplace, they need to have a face covering on their person and be ready to use it in any situation where they cannot accommodate social distancing requirements of remaining at least 6' from others.

For a PDF of a sign requesting employees to wear a mask in the workplace, see Appendix C.

Face coverings should be laundered daily and should not be distracting or offensive to others. The CDC provides [information on how to make and wear cloth face coverings](#). CDC recommends that face coverings should:

- fit snugly but comfortably against the side of the face.
- be secured with ties or ear loops.
- include multiple layers of fabric.
- allow for breathing without restriction; and
- be able to be laundered and machine dried without damage or change to shape.

Wearing a face covering:

1. Make sure the face cover covers both nose and mouth.
2. Do not remove the face covering until you return home.
3. When removing face covering, do not touch the front (it could be dirty) and remove by grabbing the ear loops and put into a laundry container.
4. Wash hands before and after removing face covering.
5. Wash face covering in hot, soapy water between uses.
6. Continue practicing social distancing, washing hands often.

Physical/Social Distancing and Hand Hygiene:

- Minimize your contact with others as much as possible through proper social distancing.
 - Increase distance between yourself and other mission-essential employees within your workspace as much as possible.
 - Limit conversations with other mission essential employees and stand as far apart as possible.
 - Do not hold large, in-person meetings.
- Clean your hands often.
 - Wash your hands often with soap and water for at least 20 seconds.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Wash your hands after touching your face.
- Clean and disinfect frequently touched surfaces daily, including tables, doorknobs, light switches, handles, desk phones, and keyboards.

Personal Contact Tracking to Assist Contact Tracing. All employees who do not stay 6 feet apart from others or wear face coverings when near others should keep a contact log every day to assist in contact tracing, in case they come into contact with someone who tests positive for COVID. If employees consistently wear a face mask and maintain social distancing, it's not necessary to keep a contact log **unless the employee is traveling**. Please see Appendix E. for a Personal Tracking form.

For more information, see the [DHSS web page on contact tracing](#).

III. Employee COVID-19 Evaluations

Employee Screening

All personnel are strongly recommended to undergo a screening process daily to check their health on a routine basis, both objectively and subjectively. This applies to all employees on DOF premises, including vendors that access facilities and have contact with our staff. For a paper screening tool, see Appendix B, or go to the [DOF COVID webpage](#) for a link to a sample JotForm electronic screening tool. Email alison.arians@alaska.gov for a cloned copy of this tool for your own group.

The goal is a culture where a “Health and Safety Minute” is a routine part of every day. Your Minute can include safety stand-downs on a rotating basis, giving personnel time intervals to make an individual health report and decontaminate all work equipment and supplies.

There are two key categories for screening all personnel:

- **Travel history:** Where has the employee or their crew/team members travelled? Is it a “high-risk” area in or outside the State of Alaska? Have they travelled in the last 14 days? Has the area been designated by DHSS as a known COVID-19 “hotspot” location? Has the employee been in close contact with someone with COVID-19 (within 6 feet for 15+ minutes)?
- **Sick Employee:** Does the employee have any respiratory symptoms—i.e., shortness of breath, or difficulty breathing? Does the employee have a fever, cough or cold symptoms? Does the employee have diarrhea, loss of appetite, or abnormal sense of taste/smell? Has the employee developed sudden onset on conjunctivitis with other COVID-19 symptoms?

Suggested items to include:

- Date/Time
- Temperature - Recorded fever of 100.4° F or greater, feverish, chills
- Respiratory - Difficulty breathing, shortness of breath, cough
- Other Symptoms: runny nose, headache, abnormal or new loss of taste or smell, nausea, diarrhea, vomiting, new onset of a rash or conjunctivitis.

Follow the process below without exception as you report for work:

1. Individuals that are sick are to stay home. Call your supervisor to discuss your sick leave options and to keep the chain of command informed. When your condition improves, call your supervisor before returning to work. If you have symptoms consistent with COVID-19, see **Symptomatic Employees** section, below.
2. For all buildings, every door is an exit, but there is only one dedicated entrance. Each door should have a sign with instructions on how to proceed into the facility.
3. At the beginning of workday, employees entering the work site are strongly recommended to complete a screening and self-check at the designated location to determine if “sick” or “not sick.” They must notify their section lead, verifying that they have completed a self-check. The command staff should:
 - a. Designate an entry point and screening area for incoming employees to enter the station.
 - b. Establish a process wherein employees reporting for work enter and screen one at a time in a controlled environment.
 - c. The Section Lead or their designee is responsible for ensuring that employees arriving at work follow current out-of-state travel guidelines (See Travel information on the following pages) and the symptom screening criteria listed below.
 - d. Temperature screening/Other Symptoms screening:

- i. To be performed with an oral thermometer or infrared thermometer that is designated solely for that task. The thermometer should be decontaminated after each use using alcohol wipes or standard disinfectant.
 - ii. Fever is defined as 38 °C / 100.4 °F (or higher).
 - iii. Temperature screening must be done upon arrival for duty, at the halfway point of the work period, and at the end of the shift.
 - iv. Complete screening questions for other symptoms.
 - v. Complete log for each employee that is kept confidential.
4. If a staff member has one or more of the following symptoms, have them immediately put on a face covering, leave the location and return to their vehicle, and call their supervisor to report their symptoms. Their supervisor should send them directly home for self-quarantine and testing. For further guidance, see Symptomatic Employees section, below.
- a. A recorded fever of 38 °C / 100.4 °F (or greater), or they have experienced symptoms in the past 24 hours that could represent fever, such as unexplained chills.
 - b. A condition causing an employee to have episodes of sneezing, or nose blowing not controlled by simple over the counter medication or patient’s own prescription.
 - c. Sore throat associated with fever.
 - d. An uncontrolled cough such that the employee is likely to cough when among colleagues or a cough lasting more than two weeks and not under the care of a health care professional.
 - e. New onset or ongoing common cold or Influenza-like illness (such as fever and cough, or shortness of breath).
 - f. Any diarrhea associated with an acute illness.
 - g. Body aches and pains of a presumed infectious cause.

Symptomatic employees

Symptomatic employees must obtain a COVID-19 test as soon as possible. If the employee’s test results are negative, and their symptoms have resolved for at least 72 hours (no fever without fever-reducing medications), the employee may return to work 7 days from their initial symptoms. See the flowchart for “Returning to Work—Symptomatic Employees with No Documented Exposure.”

If an employee tests positive

If an employee’s COVID test results are positive, whether or not they have symptoms, they need to isolate¹ for at least 10 days at home. They may return to work after 10 days if their fever has resolved for at least 72 hours, and all symptoms are resolved. The employee must telework or use COVID leave during isolation. See the flowcharts on the following pages for returning to work after a positive COVID test.

Screening for new hires

Areas should screen employees when they physically show up to work. When EFFs are taking a new assignment, they should be screened at that office.

Screening for emergency hires

If possible to screen contractors and emergency hires, do so, but it might not be possible to screen anyone during an Initial Attack response. DOF staff should do the best they can to enforce Division and Area protocols and mitigations, such as asking all employees (contractors and emergency hires included) to wear face coverings

¹ Isolation separates sick people with a contagious disease from people who are not sick. For more information: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html

when practical, keep a 6-foot distance from each other outside of the module, wash hands, clean surfaces, sanitize shared equipment, and screen daily. DOF does not have the authority to require contractors to follow these guidelines, but we can request it if there is time and opportunity.

Supervisors: Determining Risk for Exposure

In the setting of COVID-19, employee screening provides a critical role in determining the risk of exposure for all personnel involved in the workplace.

Supervisors' authority to send home employees exhibiting flu-like or COVID-19 symptoms [SOA Dept of Law]

When a supervisor reasonably believes, based on objective evidence, that an employee is experiencing symptoms akin to COVID-19 (according to the CDC: fever, cough, and shortness of breath), the supervisor can send the employee home. The supervisor may make inquiries about the employee's medical condition and may require an employee submit to a medical examination. Those inquiries and/or examinations must be reasonably effective methods of achieving the State's goal of combatting the pandemic. The Department of Administration highly recommends supervisors document their observations and reasons for sending an employee home, and how those reasons help achieve the State's goal of combatting COVID-19.

By reporting for duty and completing the screening, each employee affirms to the on-duty Supervisor (Section Lead or Designee) that they do not have any of the symptoms listed above. See flowchart on the following pages for returning to work for symptomatic employees with no documented exposure for further details.

EMPLOYEE EXPOSURE

If an employee has had a **confirmed exposure**² to COVID-19, including the two days before the person with the positive test shows symptoms or tests positive, they must quarantine³ at home for two weeks. No testing can shorten this quarantine period, because the incubation period of the virus varies, and asymptomatic carriers can spread the virus.

Follow these guidelines after a confirmed exposure:

1. Put on a mask, go to your vehicle, notify your supervisor that you have been exposed to COVID, and go home to self-quarantine for 14 days.
2. Alaska DHSS recommends that you get tested near the end of your quarantine, to ensure that you are not an asymptomatic carrier of the virus. Getting a test 7-14 days after your exposure to COVID provides the greatest assurance for an accurate result. Please note: Testing will **not** shorten the 14-day quarantine for a confirmed exposure because of the variable incubation time for the virus.
3. To schedule a test, go to the State of Alaska's [testing site locator](#) to find the best testing site for you. If you can go to Beacon or Capstone, DOF's contractors, that should be your first choice. Information on the site for each testing location includes:
 - a. cost for the test (look for a free one);
 - b. whether there is a co-pay;
 - c. whether you need to have a health care provider referral (look for one that doesn't require a health care provider referral, to avoid the extra cost);
 - d. how to register for a test;

² A confirmed exposure is being coughed or sneezed on, hugged by, or being within 6 feet for 15 minutes of a person who has tested positive for COVID.

³ Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. For more information: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

- e. hours of operation.
4. If the information you need is not on the website, call the testing location to find out their procedures.
 - Follow the testing location’s guidelines for registration.
 - If you were exposed in the workplace, if the test is not free, have Tim Dabney sign a letter giving permission for the medical facility to bill the Division of Forestry for the test. ([Template for the letter](#) is online, and provided in Appendix D.)
5. If you get a positive test result, see the section above called “If an employee tests positive,” and see the Return to Work After Confirmed Exposure flowchart.
6. If you are an EFF and can’t work from home, you may apply for COVID leave through the Family First Coronavirus Response Act. See the [FFCRA FAQ](#), and page 17 in this Handbook, under the section “Does the [COVID-19 Leave policy](#) apply to EFF?” You will need to fill out the [Verification Form](#) for Paid Leave due to Coronavirus.
7. Please note that your cost for testing will be covered only if you were exposed while doing on-duty activities. If you are unsure if the exposure happened during duty hours, please contact your supervisor to discuss and seek approval for DOF-paid testing. However, many communities offer free testing for community members.

Worker’s Compensation

If an employee reasonably believes they were exposed to COVID *in the workplace*, they can apply for worker’s compensation. The CDC defines “reasonably” as being in close contact with an infected person (within 6 ft of an infected person for at least 15 minutes) *in the workplace*.

It is the responsibility of both the employee and management to complete the [Report of Injury \(ROI\)](#). Worker’s Compensation (WC) will determine that employee’s eligibility. The ROI must be completed regardless of whether an employee can telework.

Patient Advocacy

Employees being demobilized and in need of quarantine and/or isolation outside of the home unit will need logistical support for lodging and meals during their quarantine and/or isolation. The Area will communicate with the home unit about how to compensate costs and ensure that support will be provided. Daily contact should be maintained to determine patient status and needs.

Hospital Liaisons and COVID-19 Patients: For DOF employees who are treated for COVID-19 at a hospital emergency room, medical clinic, etc., a hospital liaison will be assigned to the individual employee in need of medical treatment. This is no different than any other typical medical treatment for DOF employees. The hospital liaison is typically provided by the incident when an Incident Management Team (IMT) is assigned. For cases when an IMT is not assigned, the hospital liaison will be arranged by the hiring agency office, forest, ranger station, etc. It is critical that the assigned hospital liaison or patient advocate be established immediately as this is the primary person who will communicate with medical staff on behalf of the incident and/or employee’s agency. The appropriate DOF home unit managers and Division Safety Officer will need contact information for the hospital liaison and will need to be in communication regarding patient status at all times. All policies and procedures for the notification process still apply.

Testing asymptomatic employees

According to [Health Mandate 15](#), the Alaska Section of Epidemiology is not recommending routinely [testing asymptomatic people](#) who have not had a confirmed exposure at this time.

Targeted Testing for Asymptomatic Persons

- Per [Mandate 15](#)
 - Upon admission to a health care facility
 - For patients undergoing urgent/emergent procedures that put health care personnel at high exposure risk (starting May 4)
- Other settings where asymptomatic testing may be considered
 - Health care workers in hospitals and congregate living settings
 - Residents in congregate living settings (see the [Alaska DPH guidance](#) on this)
 - Other high-consequence settings (e.g., people coming into remote communities from areas where COVID-19 is circulating)
 - People involved in discrete outbreaks (in consultation with public health)

However, some communities are offering free testing for community members. You can find out more about testing opportunities on the State of Alaska's [testing site locator](#).

Screening and Testing Guidelines for Travelers

Resources coming from outside Alaska (non-Alaska residents)

For nonresident fire resources coming from the Lower 48, Alaska DHSS has set up COVID-19 testing at both the Anchorage and Fairbanks airports. Testing collection sites have been set up at Ted Stevens Anchorage International Airport near the arrival gates and at Fairbanks International Airport near Baggage Claim 2.

As of August 11, 2020, the Governor's new [travel guidelines](#) apply.

For Lower 48 resources coming to Alaska (non-residents):

- Complete a Travel Declaration Form and Self-Isolation Plan in the [Alaska Travel Portal](#).
- Test 72 hours before departure, if possible.
 - Upload negative result into the Alaska Travel Portal or have results available to show screeners at the airport.
 - If still awaiting results by arrival time, travelers will need to upload proof of a test taken into the Alaska Travel Portal or show that proof of a test taken to an airport screener and self-quarantine, at their own expense, while waiting for results. The results must be uploaded into the portal when received.
- If a nonresident arrives without a pre-test:
 - COVID testing is required upon arrival to Alaska. Testing is available at the following locations:
 - If you are arriving in Anchorage (Ted Stevens International Airport), you must pre-register by accessing the [Capstone COVID 19 Testing Pre-Registration Portal](#).
 - If you are arriving in Fairbanks (Fairbanks International Airport), you must pre-register by accessing the [Beacon COVID 19 Testing Pre-Registration Portal](#).
- The traveler will be required to quarantine while waiting for the first test results. Quarantine is [defined by the CDC](#) as:
 - Stay separate yourself from others, monitor your health, and follow directions from the state or local health department.
- All travelers with negative results on the first test must still follow [strict social distancing](#) for 14 days after arriving into the state or until the traveler receives a second negative test result from a test taken 7-14 days after arrival. **Strict social distancing is [defined by DHSS](#) as:**

- You may be in an outdoor public place, but stay six feet away from anyone not in your immediate household and wear a face covering.
 - You may arrange curbside shopping or have food delivery.
 - Please do not enter restaurants, bars, gyms, community centers, sporting facilities (i.e., ice rinks, gymnasiums, sports domes), office buildings, school or daycare facilities.
 - Do not participate in any group activities, including sporting events and practices, weddings, funerals, or other gatherings.
- Fire suppression resources are to travel and arrive at the receiving unit with an initial supply of specialized PPE, hand sanitizer and disinfecting supplies. Personnel should plan to travel self-sufficient for three days.
 - Incoming resources will track their physical contacts from the time of departure from their home unit throughout their assignment.
 - Resources will wear the proper personal protective equipment and practice social distancing when possible.
 - Resources will be self-sufficient and directed by resource order as to reporting requirements. Single resources are likely to be required to obtain a vehicle, self-quarantine in a hotel, and report to their ordering unit, minimizing contacts.
 - If directed by resource order (generally multiple people), resources may be picked up at the airport by designated agency personnel with pre-arranged logistical support (lodging, transportation, subsistence). Personal protective equipment will always be worn during these transports.
 - Workers who are tested at the airports will remain in quarantine in either Anchorage or Fairbanks until test results are returned. They will continue on to their work site and adhere to protocols in this Handbook.
 - Samples will be transported to the Alaska State Public Health Laboratories in Anchorage or Fairbanks. Results from those labs are typically available within 24-48 hours. If faster results are needed, samples may be sent to nearby health care facilities that offer expedited testing.

MOBILIZATION TO LOWER 48

Alaskans taking L48 assignments

Chief of Fire Norm McDonald prepared a [memo](#) that can be used by employees to help them decide whether and where to take fire assignments in the Lower 48. COVID risks in the Lower 48 may be greater than in Alaska, and our employees need to be aware of the potential risks in each geographical location and with each jurisdictional and protection agency. The memo addresses the following:

- Pre acceptance of assignment
 - Determine what state and agency an employee's order is for and provide as much information as we can, including COVID-related data, mitigations, and plans. We will arm our staff with knowledge.
 - Ensure the employee has the needed PPE to be self-sufficient while on assignment. Masks, hand sanitizer and cleaning supplies and most importantly, training.
- Acceptance of assignment
 - Provide clear direction and guidance should one of our employees show signs and symptoms when on assignment.
 - Will the host agency pay for quarantine expenses (staying in a hotel)?
 - If the employee needs to pay for self-quarantine, do they have the means to accommodate that, at least until reimbursement? What are the guidelines for using a OneCard for quarantine?
 - Who will pay the costs if an employee gets sick and needs diagnosis and treatment?

- Returning from assignment process: see guidelines, below.

Several other resources are also available to help employees evaluate risks of L48 assignments:

- Some L48 states have posted information about COVID mitigations on the [Geographic Area Coordination Centers \(GACC\) website](#).
- Harvard Global Health Institute has published a [map of COVID risk, by county, of the entire United States](#), so employees can compare the COVID risks by location in the assignments they are considering. National Public Radio published an [article about the new map](#).
- The State provides a detailed list of [COVID-19 Traveler Information](#).

Testing for Alaskans returning from L48 assignments, or from L48 for other reasons

As of August 11, 2020, the Governor's new [travel guidelines](#) apply.

For DOF employees and EFF (Alaska residents) returning from the Lower 48:

- Complete a Travel Declaration Form and Self-Isolation Plan in the [Alaska Travel Portal](#).
- If possible, test 72 hours prior to departure. Employees deployed on L48 assignments are encouraged to get a COVID test and charge it and any necessary quarantine to their incident.
 - Since returning Alaskans can get tested at no cost in Alaska, employees should only be tested in the L48 if the incident or the employee personally will cover the costs of the test. There could be exceptions to this, so get approval from your Management Team member if needed.
 - Upload negative result into the [Alaska Travel Portal](#) or have results available to show screeners at the airport.
 - If still awaiting results by arrival time, travelers will need to upload proof of a test taken into the Alaska Travel Portal or show that proof of a test taken to an airport screener and self-quarantine, at their own expense, while waiting for results. The results must be uploaded into the portal when received.
 - If you have not taken a test before your departure from the L48, testing at arrival in Alaska is available at no cost to Alaska residents at the following locations:
 - If you are arriving in Anchorage (Ted Stevens International Airport), you must pre-register by accessing the [Capstone COVID 19 Testing Pre-Registration Portal](#).
 - If you are arriving in Fairbanks (Fairbanks International Airport), you must pre-register by accessing the [Beacon COVID 19 Testing Pre-Registration Portal](#).
- The traveler must quarantine while waiting for the first test results. Quarantine is [defined by the CDC](#) as:
 - Stay home, separate yourself from others, monitor your health, and follow directions from the state or local health department.
- All travelers with negative results on the first test must still follow [strict social distancing](#) for 14 days after arriving into the state or until the traveler receives a second negative test result from a test taken 7-14 days after arrival. At a minimum, travelers would be practicing strict social distancing at least the first 7 days after arrival and until a second negative result is returned. **Strict social distancing** is [defined by DHSS](#) as:
 - You may be in an outdoor public place, but stay six feet away from anyone not in your immediate household and wear a face covering.
 - You may arrange curbside shopping or have food delivery.
 - Please do not enter restaurants, bars, gyms, community centers, sporting facilities (i.e., ice rinks, gymnasiums, sports domes), office buildings, school or daycare facilities.
 - Do not participate in any group activities, including sporting events and practices, weddings, funerals, or other gatherings.

- Alaska residents may choose to quarantine for 14-days instead of taking a test and following strict social distancing.
- Alaska residents traveling within the state will now have the option of free testing at the airport sites, to prevent bringing the virus into our small communities.
- Proof of Alaska residency can be shown with one of the following:
 - Alaska driver’s license or state issued ID card.
 - Federally recognized Alaska Tribal identification card.
 - Active duty military ID card or active duty dependent ID card.
 - Employment verification letter on employer letterhead or school verification letter for in-person schooling stating traveler is moving to Alaska for employment or school.

Leave eligibility for quarantine before first test results.

If the traveler has **not** gotten a COVID test 72 hours before departure to Alaska and received negative results, while waiting for their first test results, DOF employees and EFF should quarantine at home. Until the second negative test result, they should follow strict social distancing, which also requires the employee to work remotely.

- EFF employees are not eligible for COVID leave for this quarantine and strict social distancing period.
- Seasonal workers are not eligible for COVID leave after seasonal layoff.
- Full-time DOF employees should telework from home if they can during this quarantine and strict social distancing period. If teleworking is not an option, DOF employees are eligible for COVID leave, and should fill out the [Verification Form](#) to submit to Payroll.
- According to the [FFCRA FAQ](#), EPSL provides up to 10 days (75/80 hours for a full-time employee) of paid leave for eligible employees due to a need for leave because the employee is unable to work remotely (telework). As the State of Alaska (SOA) has an established [COVID-19 leave policy](#) in place, EPSL leave is considered the same as SOA COVID-19 leave. EPSL/SOA COVID-19 leave may be taken if you are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (i.e. travel self quarantine). Employees will need to submit a [Verification Form](#) for Paid Leave due to Coronavirus.

Social distancing after travel

If the first test results after travel are negative, DOF employees and EFF must follow strict social distancing for 14 days after arrival into the state, or until the traveler receives a second negative test result from a test taken 7-14 days after arrival. Strict social distancing is [defined by DHSS](#) as:

- You may be in an outdoor public place, but stay six feet away from anyone not in your immediate household and wear a face covering.
- You may arrange curbside shopping or have food delivery.
- Please do not enter restaurants, bars, gyms, community centers, sporting facilities (i.e., ice rinks, gymnasiums, sports domes), office buildings, school or daycare facilities.
- Do not participate in any group activities, including sporting events and practices, weddings, funerals, or other gatherings.

This period is a good time for teleworking, if possible. If test results are positive, please follow the “If an employee tests positive” section on the previous pages, and the Return to Work flowcharts on the following pages.

Supervisors cannot fully monitor what the employee does or doesn’t do relative to the travel mandate that applies to Alaska residents returning to Alaska; however, we can direct the employee not to enter the workplace until they have complied.

Travel back to the L48 during travel quarantine

After a DOF employee or EFF returns from the Lower 48, they are encouraged to wait at least for their first negative test results before returning to the L48 for another assignment. However, in instances of critical need, employees need not wait until their test results are received or their travel quarantine or strict social distancing is over to go back to the Lower 48.

Traveling from state to state in the L48

When traveling in the Lower 48 from state to state, the traveler is responsible for determining COVID mandates for each state and complying with them.

Returning home after L48 travel

If the employee or EFF returns from a fire to Anchorage or Fairbanks and needs to travel in a State of Alaska vehicle to return to their community (for example, Tok, Soldotna, Delta, etc.) before they have received a negative test result, they should drive themselves and travel alone in the vehicle, rather than having another employee drive them. As usual, the employee is eligible for *per diem* until they reach their home office. When the vehicle arrives at its destination, it should be sanitized and returned to its home base. The vehicle sanitation and vehicle transportation should be charged to the incident, since this is an additional cost to DOF of the firefighter's deployment.

Paying for a COVID test in the L48

If required to take a COVID test on a fire assignment, that test should be billed directly to the incident. OneCards should not be used for these tests individually or for multiple resources because of the difficulty in reconciling these charges. Rather, the incident should arrange testing for its fire resources, especially if testing is required while on assignment. Free COVID testing is available for Alaska residents at airports upon arrival if testing cannot be done prior to returning to Alaska.

According to the [FFCRA FAQ](#), EPSL provides up to 10 days (75/80 hours for a full-time employee) of paid leave for eligible employees due to a need for leave because the employee is unable to work remotely (telework). As the State of Alaska (SOA) has an established [COVID-19 leave policy](#) in place, EPSL leave is considered the same as SOA COVID-19 leave. EPSL/SOA COVID-19 leave may be taken if you are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (i.e. travel self quarantine). Employees will need to submit a [Verification Form](#) for Paid Leave due to Coronavirus.

DEMOBILIZATION

After intrastate (within Alaska) travel

There are no testing mandates for intrastate (within Alaska) travel, and each area is already screening daily. However, Alaska residents traveling within the state will now have the option of free testing at the airport sites, to prevent bringing the virus into our small communities. Employees may use this free testing at their own discretion. If they receive a positive test result, or if they have symptoms or have had a suspected or confirmed exposure, see the section "Steps to follow when an employee has symptoms or is notified of a positive COVID test" and "Return-to-Work Flowcharts."

Areas should continue doing screening as usual, including screening of recently demobilized employees returning to their home area.

Protecting yourself, your family, and your community

For people coming back into their homes and villages from a fire assignment, here is a list of things to do to protect themselves, their families and communities.

1. Get tested for COVID at a free testing site at airport sites.
2. Follow strict social distancing for 14 days after arriving at your community or until you receive a second negative test result from a test taken 7-14 days after arrival. Strict social distancing is [defined by DHSS](#) as:
 - You may be in an outdoor public place, but stay six feet away from anyone not in your immediate household and wear a face covering.
 - You may arrange curbside shopping or have food delivery.
 - Please do not enter restaurants, bars, gyms, community centers, sporting facilities (i.e., ice rinks, gymnasiums, sports domes), office buildings, school or daycare facilities.
 - Do not participate in any group activities, including sporting events and practices, weddings, funerals, or other gatherings
3. Keep personal tracking/travel record (See Appendix E.)
4. Identify at-risk family members and develop a home risk exposure plan.
5. During travel status, wear your mask, wash/sanitize your hands frequently and social distance as much as possible in congregate areas.
6. Avoid social gatherings until you can safely be tested or quarantine until possible transmission window has passed upon return.
7. As much as possible, leave fire gear at the station or in your work vehicle, or make sure to wash immediately and keep separate from family laundry/gear. Disinfect all gear.
8. Plan for yourself and family in case you need to self-quarantine. Examples may include 14 days of money, food, hotel, etc.
9. If sick, you will not be allowed to use forestry facilities, so plan accordingly.
10. Recommended to change clothes and shower upon return home to protect your family.
11. Follow return-to-work matrix if you get sick, are a confirmed exposure or have tested positive.
12. Upon return or during quarantine, update your direct supervisor regularly on status, needs, etc. so we can track your progress. If teleworking: update your supervisor frequently.

Process for EFF returning to their village

[Mandate 18](#) states that:

II. Intrastate travel between communities located on the road system or the marine highway system is permitted for all purposes. Note: travelers may travel between the Road System and Marine Highway System communities via any normal means of transportation, including vehicle, boat, ferry, aircraft, and commercial air carrier.

III. Intrastate travel between communities located off the road system or the marine highway system is permitted, but subject to local travel restrictions.

a. Local communities may enact travel restrictions, but cannot require automatic quarantine or measures that prevent travel for:

- i. Critical Personal Needs
- ii. The conduct of Essential Services/Critical Infrastructure

DOF will adhere to whatever mandates and policies are in place at the time of the travel.

Demob for resources from Alaska to L48

L48 resources will have guidelines from their own home states on what needs to be done before they arrive home, and after they arrive home, in terms of testing and screening. If someone is symptomatic, or has a confirmed exposure, they should be tested here in Alaska. (See sections: “Symptomatic employees” and “If an employee tests positive” on the previous pages, and return-to-work flowcharts.)

Demob from L48 back to Alaska

DOF staff must be tested when they return from L48 assignments (see “Testing for Alaskans returning from L48 assignments” section on previous pages), but they may not have automatic priority for expedited COVID testing. DHSS will work with DOF for employees on a case-by-case basis for prioritized testing for those who are needed to return to work immediately, either in Alaska or on other fires in the L48. DOF continues to work with DHSS on this issue.

High risk considerations:

DOF recommends that people at higher risk of severe illness work remotely if possible and practice social distancing in large groups of people as much as possible. People at higher risk include those:

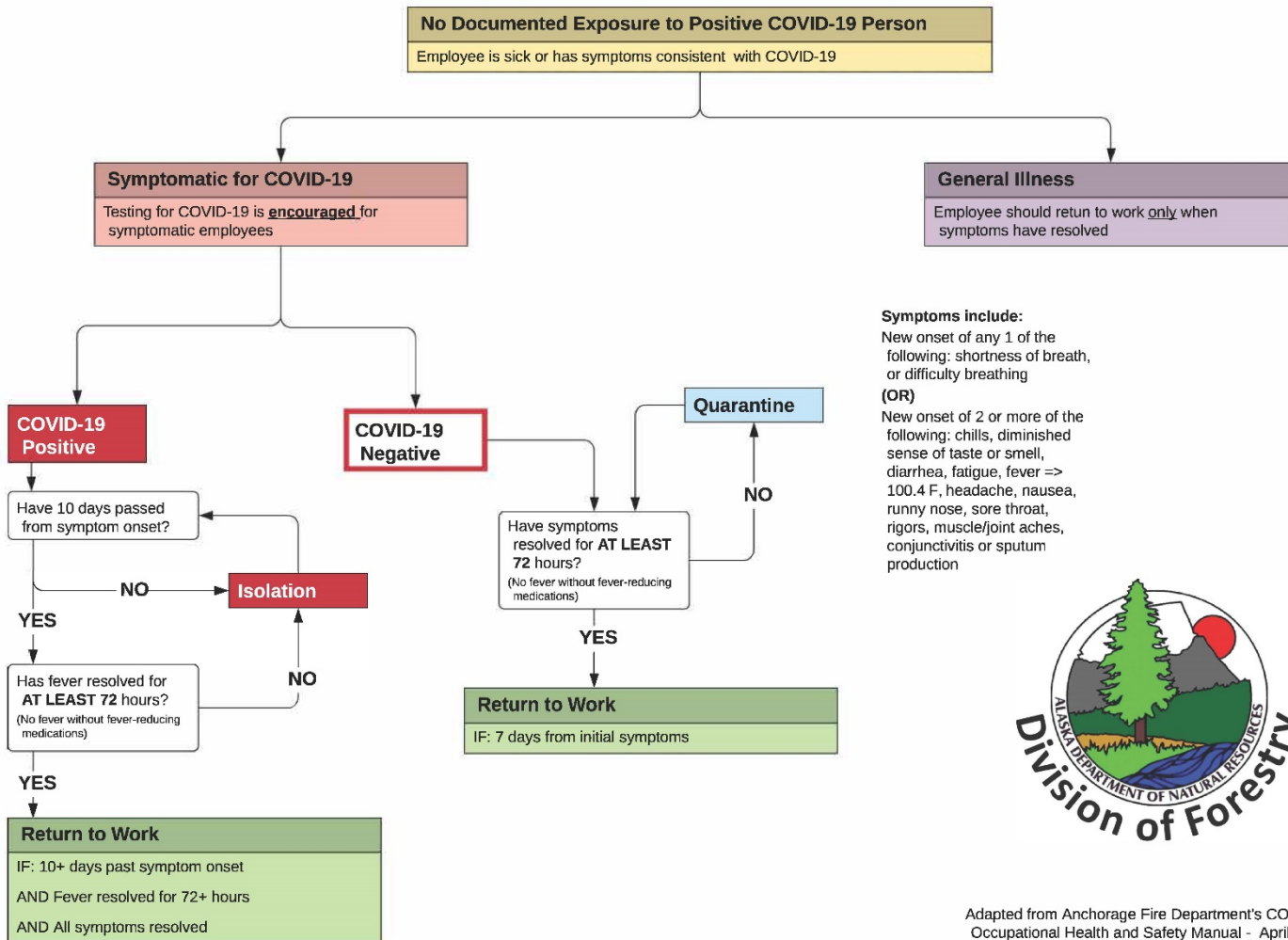
- over 60 years of age,
- with underlying health conditions (heart disease, lung disease or diabetes),
- with weakened immune systems, or
- who are pregnant.

Teledoc:

- [Teledoc](#) is a great way to consult a doctor or nurse without visiting a hospital or clinic, giving you 24/7/365 access to health care for non-emergency conditions by web, phone (1-800-Teledoc) or mobile application. For example, if you have symptoms of the flu, you can contact Teladoc and a doctor can evaluate and help with next steps when necessary.
- Employees may take work time to set up registration on Teledoc. Get signed up *prior to* needing the service.

Emergency Contact Information: Download the [emergency contact information excel form](#), complete it, and email it to your admin person and to Joel Del Rosario [joel.delrosario@alaska.gov]. You can also get this Excel form from your admin staff.

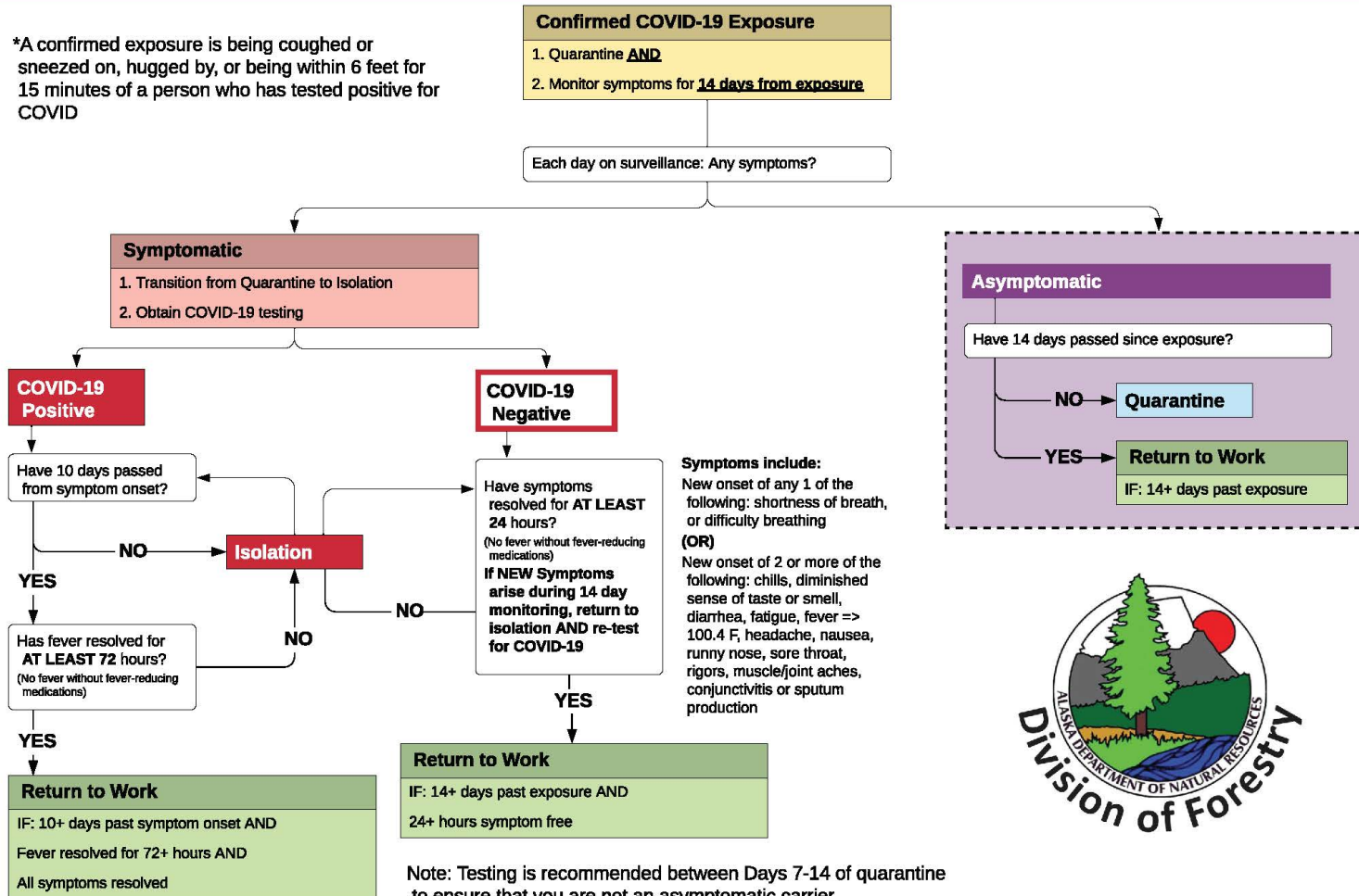
Return to Work Flowchart - Sick or Symptomatic Employees with No Documented Exposure



Adapted from Anchorage Fire Department's COVID-19 Occupational Health and Safety Manual - April 15, 2020

Return to Work Flowchart - Confirmed Exposure*

*A confirmed exposure is being coughed or sneezed on, hugged by, or being within 6 feet for 15 minutes of a person who has tested positive for COVID



Note: Testing is recommended between Days 7-14 of quarantine to ensure that you are not an asymptomatic carrier.



Adapted from Anchorage Fire Department's COVID-19 Occupational Health and Safety Manual - April 15, 2020

IV. Finance, Coding & Allowable Expenses

Office Closure Information and Links

- **Phone or Email:** Receive notifications by phone or email when you sign-up or manage your [GovDelivery subscription](#) (select OFFICE CLOSURE list after login).
- **Web/Online:** Check [Alaska.gov](#) for alert notifications and updates.
- **Facebook:** On your home computer and with a person profile, sign up for the SOA Office Closure alerts on [Facebook](#) and/or [Twitter](#).
- **Hotline:** Check the State of Alaska Notification Hotline at [1-877-326-5551](#)
(Please note that this telephone link is provided for smart phones and will likely generate an error on a land line.)

Personal Services and Timesheet Coding: - The following guidance is subject to change by any applied directive from the Division of Payroll & Labor Relations (DOPLR).

To use COVID-19 Administrative leave, employees must:

Submit the [Employee Verification for Paid Leave Due to Coronavirus 2019 Form](#) to Payroll Services as soon as possible, prior to timesheet submission so Payroll can calculate current balance and make the leave type available for use.

- [Payroll Update: COVID-19 Leave Usage \(PDF\)](#)
- [Employee Verification for Paid Leave Due to Coronavirus 2019 \(PDF\)](#)

The links have been updated on the [DOF COVID-19 Resources webpage](#). The form is fillable online.

Prior to April 1, 2020 if you initiated use of the COVID-19 Admin Leave using Event code 19ND, you MUST now switch to using the new CSLF Event leave code in order to exhaust your EPSL before being eligible for the COVID-19 19 Admin Leave.

Please note:

- All employees that have previously been using the COVID-19 Admin Leave under Event code 19ND will need to switch to using the **CSLF** Event code to exhaust the Federal EPSL before they can be eligible to use the 19ND code.
- If an employee needs to self-quarantine on the advice of a health care provider, they are only eligible for the federal EPSL leave using the CSLF leave code. This is a maximum of 10 working days (75/80 hours for full time employees). After that time, FMLA may be an option if they meet the requirements and have not already used up their FMLA leave.
- We are working with Division of Finance to see if we can create a form to estimate how much leave cash-in an employee might need to use in order to make up for the 2/3 pay rate.

Leave Usage During COVID-19 Outbreak that was sent out with the Employee Verification for Paid Leave form did not contain any reference to emergency responders, so all staff should refer to the Families First Coronavirus Response Act ([FFCRA](#)) [FAQ](#) for the most up-to-date eligibility information.

You may apply for paid leave under the following circumstances. **Use Event leave code CSLF for the need to self-quarantine, for yourself only, due to:**

- a. Being subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (i.e. self-quarantine for essential travel. See the [SOA COVID-19 leave policy](#) for definition of essential travel.)

- b. Testing positive for COVID-19 (Per [SOA COVID-19 leave policy](#))
- c. You are experiencing symptoms of COVID-19 and seeking a medical diagnosis ([Per SOA COVID-19 leave policy](#))

2. Use Event leave code CFAM for the need to care for someone else due to:

- a. That other individual’s need to self-quarantine due to COVID-19
- b. School or childcare provider closure

If you cannot work (this includes telework) for any of the reasons listed above, then you may use Emergency Paid Sick Leave (EPSL). To use EPSL you must do the following:

Submit the [Employee Verification for Paid Leave Due to Coronavirus 2019 Form](#) to Payroll

- **For Leave Slip:** check **Other** and enter **CSLF or CFAM** whichever is applicable, as the leave code
- **For Timesheet:** Enter leave code **CSLF or CFAM** whichever is applicable, and the **COVID-19 LDP Code** provided by your Admin Staff.
- Submit a copy of the completed form, Leave Slip, and Timesheet to your area Admin Staff/Timekeeper at each Pay Period End Date.

Individuals are encouraged to seek guidance and work directly with their Supervisor and DNR Human Resources regarding individual conditions or circumstances.

Coding Timesheet: Enter leave code **CSLF or CFAM** and the **COVID19 LDP Code** provided by your Admin Staff or Division.

| Event Code | Event Code Description | LDP Override Ref # |
|------------|------------------------|--------------------|
| 100 | REGULAR PAY | |
| 105 | REG HOLIDAY | |
| 165 | LV PER | |
| 165SK | LV PER SK | |
| 150 | LV SICK | |
| 180 | LV ANN | |
| CSLF | LV EPS SELF | |
| CFAM | LV EPS FAM | |
| 19ND | LV COVID19 | |

Does the COVID-19 Leave policy apply to EFF?

If EFF meet the criteria under a, b, or c, below ([from FFCRA FAQs](#)), they are eligible for COVID leave. The EFF would need to complete the [verification form](#) and potentially provide documentation from a health care provider that they need to quarantine if they use reason c.

EPSL/SOA COVID-19 leave may be taken for the following qualifying reasons:

- a. Being subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (i.e. self-quarantine for essential travel. See the [SOA COVID-19 leave policy](#) for definition of essential travel.)
 - Note, employees are not eligible for EPSL/COVID-19 leave if travel is not in compliance with the State of Alaska’s travel mandates. This includes travel that is not for critical personal needs or nonessential travel.
 - To be eligible to take COVID -19 leave under (a) above, the individual must have traveled for critical personal needs. Critical personal needs are defined: as those needs that are critical to meeting a person’s individual or family needs. Those needs include buying, selling, or delivering groceries and home goods; obtaining fuel for vehicles or residential needs; transporting family members for out-of-home care, essential health needs, or for purposes

- of child custody exchanges; receiving essential health care; providing essential health care to a family member; obtaining other important goods; and engaging in subsistence activities.
- b. Testing positive for COVID-19 (Per [SOA COVID-19 leave policy](#))
- c. You are experiencing symptoms of COVID-19 and seeking a medical diagnosis (Per [SOA COVID-19 leave policy](#))

COVID leave expenditures need to be carefully documented for federal reimbursement through FEMA.

If an EFF gets sick on an incident, they may be eligible for subsistence.

Does EFML apply to emergency responders?

Employees who work in health care or emergency responder positions, as defined by the U.S. Department of Labor or identified by their agency, are NOT eligible for EFML. It has been determined by our Director and Commissioner that all DOF personnel except for Forest Management, Planning, Cooperative Forestry & Inventory fall under the first responder position status.

Are there limitations on the COVID-19 Leave when the EPSL Leave cap is reached? Days, hours, criteria? How may any limitations apply to emergency responders versus non-emergency responders?

EPSL provides up to 10 days (75/80 hours for a full-time employee) of paid leave for eligible employees due to a need for leave because the employee is unable to work remotely (telework). It is only after exhausting the 10 working days of EPSL that you can use the COVID19 Admin Leave for a repeat incident. First Responder positions must meet one of the criteria under sections a,b,or c. Refer to [FFCRA FAQ](#).

Under the State’s COVID-19 policy, a leave-eligible employee may be eligible for additional SOA COVID-19 leave if the leave is taken due to the following reasons:

- a. Being subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (i.e. self-quarantine for essential travel. See the [SOA COVID-19 leave policy](#) for definition of essential travel.)
- b. Testing positive for COVID-19 (Per [SOA COVID-19 leave policy](#))
- c. You are experiencing symptoms of COV-19 and seeking a medical diagnosis (Per [SOA COVID-19 leave policy](#))

Individuals are encouraged to seek guidance and work directly with their Supervisor and DNR Human Resources regarding individual conditions or circumstance.

ALL Other Personal Services that do not apply to the above scenarios:

COVID-19 LDPs (Labor Distribution Profiles): COVID-19 LDPs are to be used ONLY for COVID-19 time spent working on virus-related activities. At this point, the only staff charging work hours to a COVID-19 LDP will be those assigned to the COVID-19 Response Team, and possibly a few support people preparing Resource Orders. If people are teleworking for their normal function, they should remain charging to their normal COR (Code of Record).

If you are working on COVID-19 response, your code will depend on your usual tasks, as follows:

- #3009 -Forest Management and Development
- #3018- Fire Preparedness -
- #3722 -Fire Activity (**must complete CTR each pay period**)

Note: the “#” is part of the LDP, so do not omit that.

Example of how to record regular hours on timesheet:

In the lower left-hand section of timesheet, select regular pay and input your associated LDP number.

| Event Code & Description | DOF USE ONLY 8 DIGIT FIRE CODE | LDP Override / Ref # | Wed | Thu | Fri | Sat | Sun | Mon |
|--------------------------|--------------------------------------|----------------------------|------|------|------|-----|-----|------|
| | | | 4/1 | 4/2 | 4/3 | 4/4 | 4/5 | 4/6 |
| 105 REG HOLIDAY | | N9999 | | | | | | |
| 100 REGULAR PAY | | 30018 | 6.00 | 5.00 | 6.30 | | | 6.15 |
| 100 REGULAR PAY | | #3009 | 2.00 | 2.00 | 2.00 | | | 2.00 |

To help payroll, please include additional notes in the comment section located at the bottom of your timesheet.

Comments:

#3009 COVID-19 Response Mgmt Team

Hazard Pay

Hazard pay is not currently covered in the [Alaska Incident Business Management Handbook \(AIBMH\)](#) and bargaining unit contracts. See AIBMH language below:

Hazard pay is addressed in GGU Article 21.05 B., LTC Article 13.06 D., and SU Article 24.5 A. To provide clarification about Forestry’s operations, two types of activities are considered when working under a helicopter. Those two activities include 1) hover hook-ups, and 2) loading or unloading people or equipment when the helicopter rotors are in motion. See State Forester memo of August 17, 2007 (Appendix C) for more information.

COVID-19 Allowable Expenses:

What should we be keeping track of for COVID expenses? Personnel time and extra expenditures for materials. Document all of this for later reimbursement. Keep in mind that all expenses charged to COVID-19 for FEMA purposes will need to be well documented and will only be reimbursed by FEMA upon review and approval.

Procurement: Code to your normal area template/task, and be sure to include **activity code CV19**.

- Disinfectant wipes, gloves and other cleaning supplies, masks for staff on the fire line and other items that we would not normally purchase without COVID-19 in the mix, OR quantify the supplemental purchase intended specifically for COVID-19.
- *The above are basic examples. Any further resources can be defined.

Example of coding:

The screenshot shows a software interface with several tabs: General Information, Reference, Fixed Asset Intent Reference, Fund Accounting, Detail Accounting (selected), and Payment Details. Under the Detail Accounting tab, the following fields are visible:

- Event Type: PR05
- Accounting Template: N134BO
- Line Description: Clorox Sanitizing wipes, Palmer and McGrath
- Line Amount: \$481.80
- Reserved Funding: No
- Roll Indication 1:
- Roll Indication 2:
- Budget FY: 2020
- Fiscal Year: 2020
- Period: 10
- Freight %: 0.0000
- Modified: No
- Number of Attachments: 0
- Line Closed Amount: 50.00
- Line Closed Date:
- Line Open Amount: \$481.80
- Location:
- Sub Location:
- Activity: CV19 (highlighted in yellow)
- Sub Activity:
- Function:
- Sub Function:
- Reporting:
- Sub Reporting:
- Task: 34BO
- Sub Task:
- Task Order:

Recording time during quarantine

L-48 resources who have been tested upon arrival and are quarantining while they wait for the test results will continue in travel status until they arrive on station where they are ordered. They can be paid for 8 hours, or what their normal work day would be. If they are in quarantine part of a day and then are clear to continue on to their assignment, they would get a combination of worked hours and guaranteed hours to give them a minimum of 8 hours.

Coding for L-48 resources who test positive for COVID

If a L-48 resource tests positive at some point (whether on arrival, during their assignment, or before returning home), charges for testing, lodging, per diem, and any other charges would go to the fire number or prepo that they are assigned to.

V. Telework Environment

Teleworking:

- Employees may write an informal personal COOP (Continuity of Operations Plan) for teleworking at home that is complementary with their office COOP; that is, be prepared to do what you can from home.
- Even if your job cannot be done entirely from home, download necessary programs on your laptop and be ready to bring it home. Identify what you need and get access to apps, PPE, and other resources.
- Beginning May 1, 2020, telecommuting work agreements must be re-authorized and approved by the employee's Management Team member in his/her chain of command.

See [Current Employee's "Coronavirus \(COVID-19\) FAQ](#) for answers to many employees' questions. Specific to telecommuting, refer to these two documents which address telecommuting: [Telecommuting Policy \(PDF\)](#) and [Telecommute FAQ](#).

The Division of Forestry allows for teleworking when approved by the employee's supervisor at the location identified on the [Telecommuting Work Agreement form](#).

The telecommute address should be within commuting distance from the main workplace address and may not be farther than a two-hour callback time from the main workplace address. Any exceptions to this standard require Director approval.

Telecommuting from a location away from the permanent duty station

The telecommute address should be within commuting distance from the main workplace address and may not be farther than a two-hour callback timeframe from the main workplace address. Any exceptions to this standard require Director approval.

EFF telework agreements

Supervisors may work with any employee, including EFF, to create a telework agreement, if there are duties that can be performed remotely. Telework agreements must be renewed with chain of command management team member's approval.

The DOA telework policy indicates that wi-fi data plans are covered by individuals' own plan.

The telework agreement you sign makes it clear that you must be prepared to set up your own office and provide your own data plan and supplies. Per SOA teleworking policy, Section M:

The telecommute location will require adequate workspace, light, telephone service, power and temperature control. The employee will provide telecommute worksite furniture and equipment and should maintain a clean and safe workspace. The State will not pay operating costs, maintenance, system upgrades, or other incidental costs (e.g., utilities, telephone, or Internet access) associated with the use of an employee's telecommuting site.

Technology Tips

Our platform for discussing fire, resources, or responses to COVID-19 within SOA is Microsoft Teams. Documents may be shared within teams, videoconferencing can easily be set up, tasks assigned, etc. Employees of other agencies may be added as guests to these State of Alaska teams.

WebEx can be used for teleconferencing with groups that include many other agencies and/or members of the public.

For more information, see the "Technology Tips" section of DOF's [COVID web page](#).

VI. Continuity of Operation Plans for Office Shutdowns

In case of complete shutdown of an office due to multiple illnesses, Continuity of Operations Plans (COOPs) have been developed by all offices and sections.

Sign up for closure notifications here: [Office Closure Information and Links](#).

- **Phone or Email:** Receive notifications by phone or email when you sign-up or manage your [GovDelivery subscription](#) (select OFFICE CLOSURE list after login).
- **Web/Online:** Check [Alaska.gov](#) for alert notifications and updates.
- **Facebook:** On your home computer and with a person profile, sign up for the SOA Office Closure alerts on [Facebook](#) and/or [Twitter](#).
- **Hotline:** Check the State of Alaska Notification Hotline at [1-877-326-5551](#) (Please note that this telephone link is provided for smart phones and will likely generate an error on a land line.)
- **Nixle Alerts:** Simply text any zip code to 888777 and receive real-time alerts and advisories directly from your local police department and other local agencies.

VII. Employee Wellness Resources

Behavioral Health and Wellness During Epidemic and Pandemic Events

- It is human nature and is normal to feel scared, confused, sad, angry and/or stressed during extreme events such as epidemics and pandemics.
- Maintain a healthy lifestyle including proper diet, sleep, exercise and social contact by email or phone. Talk with trusted coworkers, family, and friends.
- Do not use alcohol, tobacco, or other drugs, including the misuse of prescribed medications, to deal with emotions.
- Get the facts and utilize credible sources of information such as local, state, and federal public health agencies. Gather information that assists in the accurate determination of the risks and provides reasonable directives and advice.
- Limit unnecessary worry and agitation by lessening exposure to social media and news coverage that is upsetting or inaccurate.
- Utilize personal skills used in the past that helped manage life's adversities and use those skills to help manage emotions (e.g., meditation or other grounding techniques).

- Family members, especially children, respond to stress differently than public safety professionals. Extra time and attention will be needed for families.
- If overwhelmed:
 - Alaska Care Members (ACOA, APEA, AVTECTA, CEA, IBU, MEBA, TEAME, and Exempt Employees) can call 24 hours a day, 7 days a week, to talk to a professional counselor: 1-855-417-2493
 - ASEA Health Trust Members (GGU and PSEA Employees) can call 24 hours a day, 7 days a week, to talk to a professional counselor: 1-877-234-5151

Mental Health Resources

We Alaskans are resilient and ready to meet the challenges life throws our way. We are also not afraid to seek help when we need it. The uncertainty and upheaval caused by the outbreak of COVID-19 may cause feelings of stress and worry for you or your family members. Fear and anxiety can be overwhelming and cause strong emotions in adults and children. If you or someone you know is experiencing a mental health crisis, please know that help is available and please do not wait to reach out. A wide range of mental health resources are available to you:

Employee Assistance Programs

Most state employees and their families have access to an Employee Assistance Program (EAP). EAPs typically offer confidential assessments, counseling, referrals and other services and information to employees and their families free of charge. Your EAP can support you as you tackle health and well-being issues, including COVID-19 related anxiety; they are geared to provide assistance with difficulties you might encounter at work, family or personal relationship problems, stress, depression, grief, addiction and recovery, and more.

- For ASEA Health Trust Members (GGU and PSEA Employees)
 - Call 24 hours a day, 7 days a week, to talk to a professional counselor: 1-877-234-5151
 - TTY/TDD: 1-800-999-3004 (toll-free)
 - En Espanol: 1-888-732-9020 (toll-free)
- More information about your Employee Assistance Program is online at <https://www.aseahealth.org/your-benefits/employee-assistance-program-eap>

Careline: Alaska’s suicide prevention and someone-to-talk-to line. Call any time, toll free (877) 266-4357 (HELP) or Text 4help to 839863, 3-11 p.m. Tuesday-Saturday

VIII. Online Resources

Division of Forestry: An online resource link for employees can be accessed by buttons on the [DOF home page](#) called “[COVID-19 Response Tools](#).”

[Division of Forestry on Facebook](#) and on [Twitter](#). DOF staff can also subscribe to [Alaska Fire Info](#), the interagency blog that is the main conduit for fire information for both the Alaska Division of Forestry and BLM Alaska Fire Service.

Federal:

- [National Centers for Disease Control \(CDC\) FAQ](#)
- [CDC FAQ for wildland fire fighters](#)

State of Alaska (SOA):

- [Health Mandate 010: International and Interstate Travel – Order for Self-Quarantine](#)
- [SOA Coronavirus \(COVID-19\) FAQ](#)
- [SOA Telecommuting Policy](#)
- [SOA Facility Closure Policy](#)

- [COVID-19 Leave Instructions](#)
- [COVID-19 Employee Paid Leave Form](#)
- [Governor's News Room/Press Releases](#)

IX. Definitions

Close Contact: Being within approximately 6 feet of a COVID-19 case for a prolonged period or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Confirmed Exposure: Being coughed on, sneezed on, or hugged, or being within 6 feet of someone for at least 15 minutes who has tested positive for COVID.

Critical Infrastructure - includes businesses providing any services or performing any work necessary to the operations and maintenance of public works, such as the Port of Alaska, public works construction, airport operations, water, sewer, gas, electrical, oil production, mining, logging, roads and highways, public transportation, and solid waste collection and removal.”

Essential Governmental Functions - includes all services needed to ensure the continuing operation of government agencies including to provide for the health, safety, and welfare of the public.

Isolation: ISOLATION separates sick people with a contagious disease from people who are not sick. For more information: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html

Quarantine: QUARANTINE separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. For more information: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

Recommended: Advised or suggested course of action.

Required: Deemed essential and/or instructed or expected course of action by an official authority. (Such as a Director, Commissioner, Governor, or President)

Self-Isolation: Employee has symptoms and is voluntarily isolated from others.

Self-Monitor: Employee monitors them self for symptoms; including taking a temperature twice a day, using social distancing, and other infection preventative and control measures.

Strict social distancing is [defined by DHSS](#) as:

- You may be in an outdoor public place, but stay six feet away from anyone not in your immediate household and wear a face covering.
- You may arrange curbside shopping or have food delivery.
- Please do not enter restaurants, bars, gyms, community centers, sporting facilities (i.e., ice rinks, gymnasiums, sports domes), office buildings, school or daycare facilities.
- Do not participate in any group activities, including sporting events and practices, weddings, funerals, or other gatherings.

Work Restriction: Employee not at work, quarantined, and must self-monitor for symptoms. Length of work restriction determined by CDC, DHSS, AHD, or DOF guidance.

Appendix A.

Transport of Personnel with COVID-19 Exposure Precautions

Transportation for Urgent or Non-Urgent Medevacs from incidents or within DOF facilities will follow the standard process for medevacs using the Medical Incident Report and requesting the appropriate transport based on the nature of the emergency. For on-incident patient transport with a Fire Medic present, consult the Interagency COVID-19 Fire Medic Program Handbook (FMP) (Link on [DOF COVID webpage](#))

When planning medevac patient transport, consider the following options:

- Medical transport with pre-established contracts with the Division of Forestry, currently Beacon Health.
- Fire Department or ambulance services within their designated service areas.
- On-site transportation or with supplemental DOF transportation.
- If no safe transportation options are available, quarantine or shelter in place for cases of suspected COVID-19 exposure or flu-like symptoms.

Categories of Transportation:

1. Incident or within-Area medevac categorized by Medical Incident Report as Urgent (Red or Yellow) or Non-Urgent (Green).
2. Suspected contagious (flu-like symptoms) or confirmed COVID-19 exposure.
3. Post-treatment transportation from a care facility.

Risk Mitigation Associated with all Medevacs:

- All patients will be assessed and treated as if they are a potential risk for Covid-19 exposure to allow for risk mitigation strategy.
- Confirmed positive or negative in the field or lack of testing must NOT delay treatment or transport for any medevac patient.
- With proper PPE in place and effective risk mitigation, the risk for exposure remains low.

Professional Services access and precautions:

- A dedicated transportation plan for Medevacs should be in place. Consider a medical service helicopter, ambulance (if roadside), agency fire medics, and/or transport vehicle (SUV or Van) pre-established for medical transport.
- Transportation plans should utilize professional services with training and engineering controls, examples below:
 - Covid-19 training: specific to transmission, infection, and decontamination protocols
 - PPE training: appropriate use, donning/doffing and re-use
 - Transport vehicle with necessary safety measures, ex. plexiglass/plastic sheeting dividing patient compartment from driver/pilot if the safety of operation is not compromised.

Personnel assisting with Medevacs:

- Keep at least six feet from the patient unless you are directly involved with patient care.
- Everyone that cannot keep a six-foot distance or will be in close quarters with the patient should wear a cloth face covering or disposable facemask, gloves, and eyewear.
- Patient should also be wearing a face mask if tolerated (but not an N95 mask, because that makes breathing difficult).
- Those traveling within an enclosed patient compartment of a high-risk patient should consider wearing an N95 respirator.
- Be aggressive to avoid cross-contamination: avoid touching your face, clothing, patient, and other surfaces.
- Wash hands thoroughly with soap and water or hand sanitizer immediately following the transport.
- Follow decontamination after transport protocols, using contractual obligations for rental vehicles or [CDC guidelines for disinfecting vehicles](#) as soon as feasible. Shower and change clothing if possible.

Post-Treatment Transportation

When personnel must be transported to/from a health care facility, mob center, airport, hotel, duty station or home after treatment, consider implementing the following safety measures.

- If possible, have a dedicated patient transport vehicle assigned for this task or consider a vehicle for the individual to drive.
- Consider all personnel Covid-19 positive unless a test was performed to rule out possible exposure.
- Appropriate PPE (face masks, eye protection and gloves) should be worn by drivers. However, do not jeopardize the safety of the driver by requiring PPE use that might interfere with their ability to communicate or safely operate.
- The patient should be wearing a cloth face covering/disposable face mask if possible during the transport.
- Have patient sit in rear of vehicle if possible, with cross ventilation, and do not re-circulate air.

Following patient transport:

- Remove gloves, perform hand hygiene.
- Follow decontamination after transport protocols, using contractual obligations for rental vehicles or [CDC guidelines for disinfecting vehicles](#) as soon as feasible.
- Shower and change clothing if possible.
- Remove any contaminated waste and dispose of appropriately. PPE should be worn during the disinfection process.

Patient Advocacy

Employees being demobilized and in need of quarantine and/or isolation outside of the home unit will need logistical support for lodging, and meals during their quarantine and/or isolation. The Area will communicate with the home unit about how to compensate costs and ensure that support will be provided. Daily contact should be maintained to determine patient status and needs.

Appendix B

EMPLOYEE/VISITOR/CONTRACTOR COVID-19 SCREENING TOOL

| | |
|---|--|
| 1. Have you..... | |
| Yes / No | a. Traveled from or through, locations identified by the CDC as increasing epidemiologic risk for COVID-19 within the last 14 days? https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html |
| Yes / No | b. Had close contact with anyone diagnosed with the COVID-19 illness within the last 14 days? |
| 2. Do you currently have a | |
| Yes / No | a. fever (>100.4F) or chills |
| Yes / No | b. cough or shortness of breath |
| Yes / No | c. Any two of the following: body aches, fatigue, headache, runny nose, nausea/vomiting, diarrhea, conjunctivitis, rash or any abnormal changes/ loss of taste or smell. |
| 3. Perform a temperature check _____°F Method: oral / forehead (temporal) / tympanic (ear) | |
| *Staff, see instructions on reverse for screening form. | |

*** Employees to complete spreadsheet with information daily.**

Purpose of Visit (Circle one):

Visitor/ Contractor

Social (visiting an employee) – Employee name and number _____

Other _____

Visitor/Contractor Name (Last, First): _____

Date: _____

Department: _____

Employee/Visitor/CONTRACTOR COVID-19 SCREENING TOOL

Instructions for staff:

The designated entry to DOF facilities will have an employee available that will provide the COVID-19 Screening Tool to all persons entering the area (employees, visitors, contractors, etc.), ask each person to complete questions and the temperature check.

Negative Screening: If answers to all the questions are No, and there are no obvious signs of respiratory infection, e.g. frequent coughing, and temperature is $< 100.4^{\circ}\text{F}$, follow usual procedures.

Positive Screening: If answers to any of the questions are YES, or if the person has a temperature $\geq 100.4^{\circ}\text{F}$ (oral), or if the person has obvious signs of a respiratory illness, ask them to wait in a separate area (6 feet from others or outside), and contact the FMO or other Leadership, for further direction.

For regular employees who report for duty daily - avoid filling out the same form daily and adding to the paperwork burden, instead each area can create their own excel spread sheet with employee names, daily screening results and temp (kept confidentially and not on display).

When Forestry employees are:

- **interacting with the public or**
- **closer than 6 feet to anyone,**



When at work, please have a face covering on your person. Be prepared to wear it when social distancing cannot be met.

Appendix D. Template for billing permission letter for COVID testing. Find a Word version that you can edit for your use on the DOF [COVID](#) web page.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLAVY

Department of Natural Resources

Division of Forestry

550 West 7th Avenue, Suite 1450
Anchorage, AK 99501-3561
Main: 907.269-8463
Fax: 907-269-8931

DATE

XX Medical Center/Clinic

Address

City, AK Zip

ATTENTION: COVID-19 Testing Facility

Employee NAME is a State of Alaska, Division of Forestry employee and was potentially exposed to Covid-19 while performing his job duties on **DATE**. He has a scheduled appointment at your facility at **TIME & DATE** for testing. I am requesting that you direct bill the State of Alaska for this test. Please send the bill to the following address for processing and payment:

Area Forester NAME

Area Forester

Address

City, AK Zip

907-xxx-xxxx

Thank you for your assistance.

Sincerely,

Tim Dabney
Deputy Director
Division of Forestry
Alaska Department of Natural Resources
550 W. 7th Avenue
Anchorage, AK 99501

tim.dabney@alaska.gov
907.269.8476 (office)
907.750.1290 (mobile)

Appendix E. Personal tracking/travel record to assist contact tracing.

Personal Tracking/Travel Record

Name: _____

| Date (Track from resource order date and time) | Locations City, Airport | Other locations: Hotels, stores, offices, incident sections/divisions | Names of people in close contact with for more than 15 minutes* |
|---|----------------------------|--|---|
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*Based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. If you have been exposed to someone who has tested positive, you should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure. (CDC, Contact Tracing, April 29, 2020). From [*Alaska Interagency Fire Medic Program - COVID-19 Guide.*](#)