



DIVISION OF FORESTRY COVID-19 HANDBOOK

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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

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 facemask 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.

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 masks, if appropriate for activity, when social distancing cannot be maintained.
- 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 with a bleach solution:

- Clean areas or items with soap and water detergent. Then, use a household disinfectant, or if not available, use a diluted bleach solution:
 - Diluted household bleach solutions may be used if appropriate for the surface. Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
 - To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water
OR
 - 4 teaspoons bleach per quart of water
 - Leave solution on the surface for at least 1 minute

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. Fire Support Staff is reporting a steady increase of PPE in preparation for the fire season.

DOF will provide masks for permanent employees and EFF. Employees need to request masks through their supervisors. The warehouse is working to stock up on masks, and DOF is getting masks from volunteer groups and mask vendors. 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.

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

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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.

DOF's expectations for wearing face coverings:

- 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' social distance isn't possible; for example, walking down the hall, getting something off the printer, getting coffee, etc.

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 from 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.

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.

- The Centers for Disease Control and Prevention (CDC) released [updated recommendations](#) on the use of cloth face coverings to help slow the spread of COVID-19.
- The CDC and the State of Alaska Chief Medical Officer (Dr. Anne Zink) is advising that all persons should wear face masks when in proximity to other people.
- **If you are on the job with other people or out in the public, you should wear a face covering.** Bandanas or buff face masks can be used in place of a mask.
- Cloth face coverings should be laundered daily.
- Each employee should have at least two masks. N-95 masks are prioritized for medical workers (EMTs and Fire Medics).

Face coverings should be maintained in a sanitary manner 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:

- Make sure the face cover covers both nose and mouth.
- Do not remove the face covering until you return home.
- 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.

- Wash hands before and after removing face covering.
- Wash face covering in hot, soapy water between uses.
- 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.
- 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 masks when near others should keep a contact log every day to assist in contact tracing, in case you come into contact with someone who tests positive for COVID. If you consistently wear a face mask and maintain social distancing, it's not necessary to keep a contact log **unless you are 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. At a minimum, personnel should perform their health survey at the start of their shift. The results should be captured, and abnormal findings reported. Anyone who develops symptoms during their shift should report these to their supervisor immediately.

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 10+ 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 potential COVID-19 signs and 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.
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.
 - a. Section leads will be responsible for ensuring that screening areas are properly marked and readily available for work area/building.
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 oncoming 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 [State of Alaska Mandates](#)) 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 leave the location and return to their vehicle to wait for additional instruction from their Supervisor:
 - 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.

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 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.

EMPLOYEE EXPOSURE

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.

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.

- a. Employee should be isolated from the rest of the employees, and
 - b. Contact tracing should be initiated.
 - c. See flowchart for returning to work after confirmed exposure and quarantine, p. 9.
5. If an employee is "sick" and/or becomes symptomatic during the day of work:
- a. They need to immediately notify their supervisor and go to their personal vehicle to wait for additional instruction. (If employee does not have their personal vehicle at work, wait in designated outside location.)

- b. The supervisor (Section Lead or designee) for affected personnel will be notified and will contact the FMO or available leadership staff.
 - c. The employee should anticipate being sent for testing and then home to self-isolate until further notice.
 - d. The employee should be isolated from the rest of the employees, and contact tracing should be initiated.
6. 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.
 7. See flowchart for returning to work for symptomatic employees with no documented exposure (p. 10) for further details.

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.

Employee Testing for COVID-19

Testing for an employee who has a suspected or confirmed exposure to COVID-19, but is asymptomatic

If an employee suspects they have been exposed to COVID-19, or has been confirmed to have been exposed (confirmed exposure is being within 6 feet of a person with COVID for at least 15 minutes), they must be tested twice to avoid quarantining for 14 days. The first test should be taken as soon as possible after suspected or confirmed exposure; do not wait for symptoms. The second test should be taken at day 7 thru 14. (See flowchart on the following pages for Return to Work after Suspected / Confirmed Exposure.)

Follow these guidelines for testing after suspected/confirmed exposure:

- Notify your supervisor that you may have been exposed to COVID.
- 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;
 - e. hours of operation.
- If the information you need isn’t on the website, call the testing location to find out their procedures.
- Follow the testing location’s guidelines for registration.
- If the test is not free, and if you can, 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.)
- If the facility will not bill DOF directly, use your OneCard to pay for the test. Do not send this bill to your insurance, as it is not a health issue, just a service provided.

- Until you get a negative test result, isolate yourself as best you can, working from home if possible. 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?"
- If you get a positive test result, see the flowchart "Returning to Work after Confirmed Exposure or Positive Test."
- If you get a negative test result, make sure to schedule a second test between 7 to 14 days after the initial suspected exposure or initial test if exposure date was unknown. This will provide the greatest assurance for a true negative result and you can follow the return to work flow chart. Make sure to limit contacts and social gatherings between the two tests.
- Please note that your cost for testing will be covered 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.
- As always, it is important to maintain safe practices, wash your hands frequently, stay 6 feet apart and wear a mask.

Testing asymptomatic employees

According to [Health Mandate 15](#), the Alaska Section of Epidemiology is not recommending routinely [testing asymptomatic people](#) 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](#). Information on the site for each testing location includes the cost, how to register, hours of operation, etc.

Screening and Testing Guidelines

Negative Screening/Testing:

If employee screens negative for exposure or symptoms, plan for employee to safely go home and self-isolate until return to work criteria are met. If employee tests negative, follow return to work criteria and contact your supervisor before returning to work. Refer to flowcharts on pages 10 & 11 for protocol.

Positive Screening/Testing:

- If employee screens positive for exposure or symptoms, notify appropriate personnel and follow local protocol for self-isolation.
- Advise supervisor to determine the potential for exposure of co-workers.

- If the employee is symptomatic, provide the employee with a mask and ask them to promptly leave the workplace and to seek medical care. (See Appendix A, COVID-19 Exposure Precautions for Transport of Employees.)
- Contact local testing site and, if needed, transport employee for testing. If the employee can drive themselves, they should do so, but follow up regularly with the employee.
- If delay in transport or care occurs and patient shows urgent signs/symptoms, contact 911 and transport patient immediately. (See COVID-19 Exposure Precautions for Transport of Employees, Appendix A.)
- If the employee reveals that they have tested positive for COVID-19 but are asymptomatic, provide the employee with a mask and ask them to promptly leave the workplace and contact the testing facility to schedule another COVID test. The employee must quarantine until they receive two negative COVID tests, 24 hours between each. If an asymptomatic employee quarantines for 14 days before two negative tests can be procured, the employee may return to work if they continue to be asymptomatic.
- Inform other co-workers of the potential exposure, minimizing revealing the identity of the COVID-positive employee.
- Co-workers with confirmed exposure from a COVID-positive person (within 6 feet for 15 minutes) will be required to go home and self-isolate until they can get tested twice for COVID, with at least 24 hours between tests. Contact tracing will proceed for employees by DHSS or by DOF.
- Advise employees who have not had a confirmed exposure (near the COVID-positive employee within 6 feet for 15 minutes), to monitor their health for the next 14 days. If an employee becomes symptomatic, they should stay home, self-isolate, and initiate testing if they develop symptoms.

Resources coming from outside Alaska

For 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. See the list below, the [AK DHSS announcement](#), and the **Testing Protocols** section of the [DOV COVID webpage](#) for more details.

- 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.
- Wildfire COVID Screening requirements should be fulfilled at the home base prior to departure. 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](#).
- 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 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 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.

In-State Employees

- Area Offices should seek out their local resources (Health Care, Clinic, etc.) and determine which provider is most suitable for their needs. Services may vary; for example, some may require a physician's referral, while others offer a simple triage or questioning process to access their testing services.
- First Responders are given priority access to testing. Some testing providers may provide an alternative test series for first responders who do not have signs and symptoms or known exposure. The intent is to narrow down the quarantine window for employees who have travelled from 14 days to a shorter period of approximately 3-6 days.
- Other items of consideration to ask a provider are: How many people can they test at one time, what is the process for registration, and what is the billing process?
- Once you have identified and established a viable resource for testing your employees, please provide that information to the Statewide Safety Officer, Tom Greiling, in order to develop a list for statewide access to these resources.
- To find a place to get tested, go to the Alaska DHSS [COVID Testing Sites Locator](#).

MOBILIZATION TO LOWER 48

Alaskans taking L48 assignments

Chief of Fire Norm McDonald is preparing 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 will address as many of the aspects of the following as possible:

- 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
 - Self-screen pre-flight
 - Use jet port testing online registration for [FBK](#) or [ANC](#) (links in [memo](#))
 - Test upon arrival
 - Quarantine/Isolate at home until results are back

- Negative results equal return to work or available for assignment.

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](#).

Alaskans waiting for test results when returning from L48 assignments

When returning from the Lower 48 and waiting for test results, Alaskans should isolate themselves and work from home if possible. 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).

DEMOBILIZATION

After intrastate (within Alaska) travel

There are no testing mandates for intrastate (within Alaska) travel, and each area is already screening daily. Areas should continue doing screening as usual, including screening of recently demobilized employees returning to their home area. There is no additional requirement for testing or screening. Unless people have symptoms or have had a confirmed exposure (in which case, see “Return-to-Work Flowcharts”), there is no reason for testing if they are traveling between communities within Alaska.

Protecting yourself, your family, and your community

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

1. Keep personal tracking/travel record. Example on page, 30 Fire Medic Plan guidebook.
2. Identify at-risk family members and develop a home risk exposure plan.
3. During travel status, wear your mask, wash/sanitize your hands frequently and social distance as much as possible in congregate areas.
4. Avoid social gatherings until you can safely be tested or quarantine until possible transmission window has passed upon return.
5. 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.
6. Plan for yourself and family in case you need to self-quarantine. Examples may include 14 days of money, food, hotel, etc.
7. If sick, you will not be allowed to use forestry facilities, so plan accordingly.
8. Recommended to change clothes and shower upon return home to protect your family.
9. Follow return-to-work matrix if you get sick, are a confirmed exposure or have tested positive.
10. 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 return-to-work flowcharts.)

Demob from L48 back to Alaska

DOF staff must be tested when they return from L48 assignments, 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.

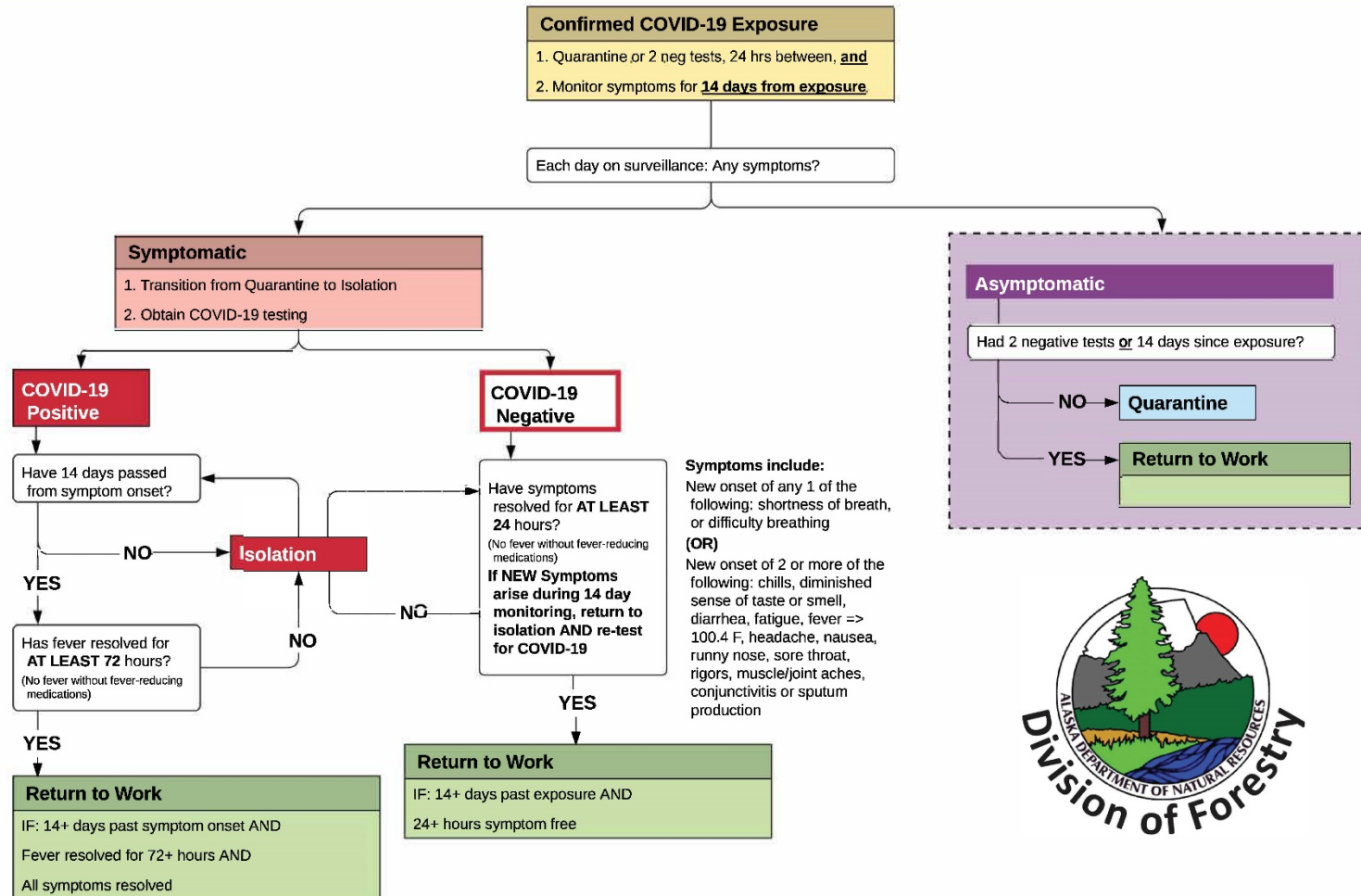
PPE protections are recommended, including cloth face coverings. If you are concerned about access to or type of PPE that is being recommended for your work, talk to your supervisor.

Teledoc:

- Employees may take work time to set up registration. Get signed up *prior to* needing the service.
- [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 Teledoc and a doctor can evaluate and help with next steps when necessary.

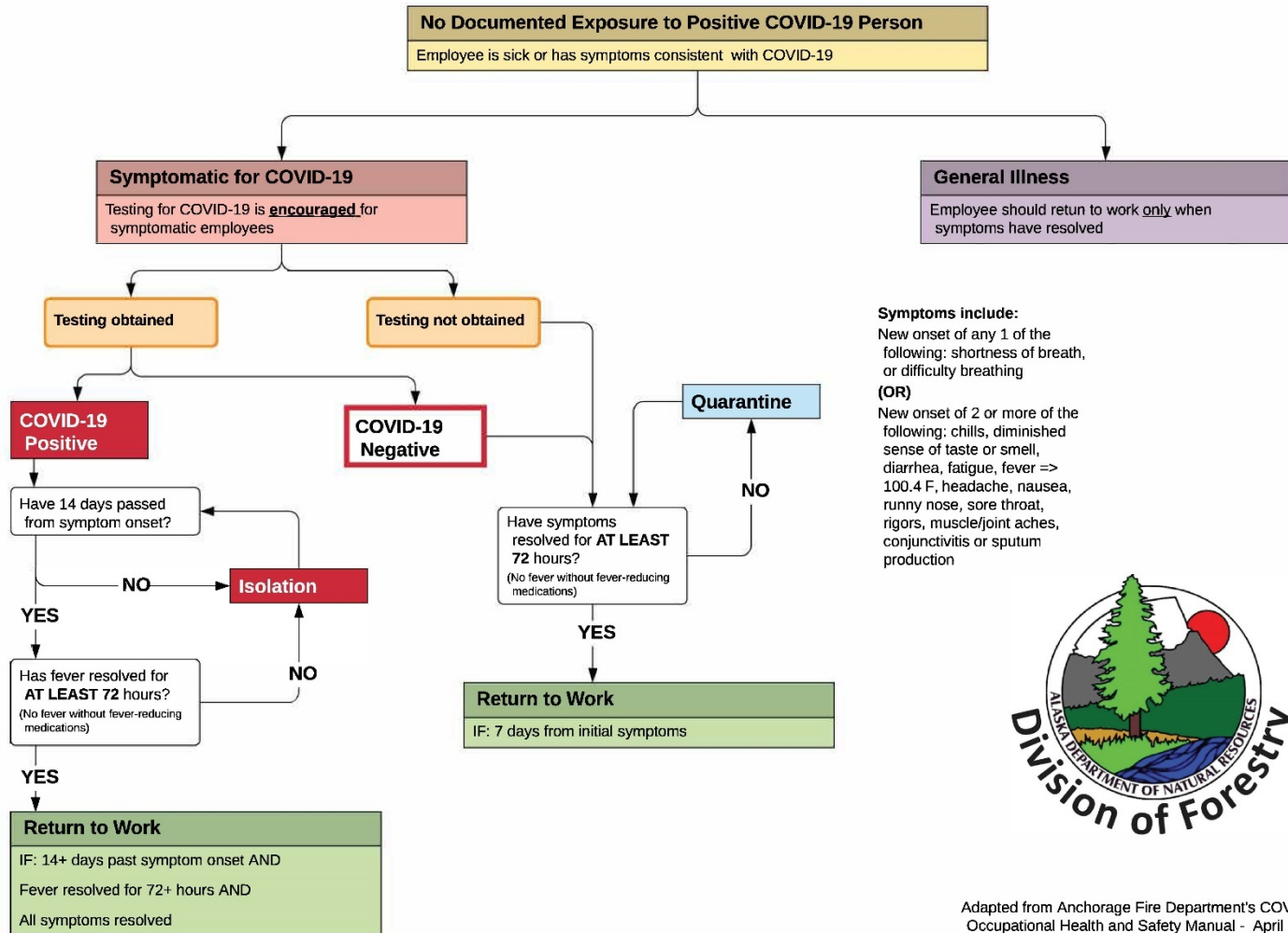
Emergency Contact Information: Download the [emergency contact information excel form](#), complete it, and email_it to your admin person and to Joel Del Rosario [joel.delrosario@alaska.gov]. You can also get this excel form from your admin staff.

Returning to Work after Suspected/Confirmed Exposure or Positive Test



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

Returning to Work - Symptomatic Employees with No Documented Exposure



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. (First Responders limited to use a, b, or c)

1. 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. travel self-quarantine)
- 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)

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-1919
- 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. travel self-quarantine)
- 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 SOACOVID-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. travel self-quarantine)
- 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 image shows two screenshots of a procurement system interface. The top screenshot is the 'General Information' tab, showing details for a line item. The bottom screenshot is the 'Detail Accounting' tab, showing coding details for the same line item.

General Information Tab:

- Event Type: PR05
- Accounting Template: NT34BO
- 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: \$0.00
- Line Closed Date:
- Line Open Amount: \$481.80

Detail Accounting Tab:

- Location: [dropdown]
- Sub Location: [dropdown]
- Activity: CV19 (highlighted in yellow)
- Sub Activity: [dropdown]
- Function: [dropdown]
- Sub Function: [dropdown]
- Reporting: [dropdown]
- Sub Reporting: [dropdown]
- Task: 34BO
- Sub Task: [dropdown]
- Task Order: [dropdown]

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, effective May 1, 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.

Getting started with MS Teams

- **First, download the app onto your computer.** Do this by searching for “Microsoft Teams” on the internet, then signing in with your State of Alaska email address and current password. You can also download the Teams app onto your phone or tablet, or your home computer. (This is especially helpful if you are using a desktop computer that does not have a video camera or a microphone.)
- **Take a short training on how to use Teams.** Attend a training session or watch one on your own schedule. Here is [a recording](#) of the training or you can attend a live session offered by OIT (see Patricia Robinson’s emails for schedules).
- **How to join a MS Teams meeting.** When invited to a MS Teams meeting, you will be able to see that meeting on your calendar in Outlook and in the calendar in MS Teams. Click on the meeting notice, and you will be able to hit the “Join” button when it opens.
- **Navigating when you are in a meeting.** When you get into the meeting, you will be able to turn your video/audio on or off by clicking on your meeting controls—that’s the long rectangle near the bottom of your screen that has the red phone button on the right to hang up. There are icons to chat, to turn your mute on, video on and off, etc.
- You will be able to see people on your screen in different ways. If you click on the Teams tab at the left side of the screen, you’ll see the Teams you’re on, channels within those teams, and conversations, shared files, etc., in the main screen, with a little video at the top left of whoever is talking. If you want to get back to the screen with all the people shown on it, just click on the little video of the person. That is also where your meeting controls will be for yourself (even though it is likely to be someone else’s face there), if you want to hit mute.
- **How to set up a meeting.** If you do not already belong to a team that you need to meet with, you will need to get a team set up. Someone on your team needs to have a code from OIT to do that. Everyone in DOF is already on the MS Teams for IT requests—it is called **Team DNR – IT Announcements**. Just click on that team and type in your request at the bottom of the screen in the white box that says, “Start a new conversation.” ****Pro tip: You’ll usually get a fast response if you ask IT for anything through MS Teams. ****
- Once your team is set up, go into the calendar tab on the left side of the screen, and click on the time and date you want to have the meeting. Add the title, then specifically invite people to the meeting so they invitation shows up in their MS Teams and Outlook Calendar. You can also invite people to a MS Teams meeting through Outlook, which allows you to use your Contact Lists. If you’d like to learn how do that, please see the [video](#) on our [DOF COVID-19 Response Page](#).
- You can also just call someone on video or audio from a chat session, without setting up a meeting first. Those icons are at the top right of the screen.
- **How to remind someone to attend a meeting if they forget to show up.** When you are in a meeting, select “Show Participants” (it looks like 2 little people) in your meeting controls. (It is the button just to the left of the red hang-up button.) Then select their name, hit “More Options” (...) and hit the “Ask to Join” button, that looks like a little person with a + next to it.
- **How to add a profile photo to MS Teams.** Click the circle with your initials in it at the top right of the screen and select **Change picture**.
- **How to switch from one agency’s team to another.** If someone from another agency invites you as a guest to their team (DOI, for example), and you go to that team, you will not see your State of Alaska (SOA) Teams on your front page. In the top right corner where it says “DOI,” click there and it will show you “State of Alaska.” Select **“SOA”** and it will take you back to your other Teams.

- These tips are just scratching the surface, but hopefully they will help you get going. **Please do take a training.** See Patricia Robinson’s emails for the dates and times of those live trainings or use the link above to watch a recording. You can also search for answers to specific questions online; Microsoft has great instructions and videos. Practice the meetings with a co-worker and try it out!

How to delete “canceled” meetings off your Outlook calendar

- For a single meeting: Just right-click on a canceled meeting in your calendar and choose “Delete.” Under the Meeting task bar, you can also choose the red X: Decline.
- For a meeting that is part of a series, click on it, and it should show the task bar called Appointment Series. You can then click on the red X at the top left of the screen. Make sure to choose the **Series** if you want to choose all the meetings, or just the **Occurrence** if you only need to delete one.

Sharing documents with SharePoint and MS Teams for version control

Emailing documents back and forth with multiple people editing them can quickly become a nightmare of versions. Through MS Teams and its linked SharePoint, you can share documents with team members and work on a document at the same time.

If you’ve been using **OneDrive**, and wondering why to use **SharePoint** to work on documents together instead, here’s the difference between the two:

- OneDrive is an online document/file storage platform. It’s typically used by individuals and teams who need a central location to store and access files.
- SharePoint is a collaboration tool that allows multiple people and teams to work on documents and products at the same time. It links directly from MS Teams channels.

To use SharePoint through MS Teams, upload a document into the File section of the appropriate Channel in your Team. Or just locate a document that someone has already posted there. There are two ways to open it in SharePoint. You can either click on the document once to highlight it, and then click “Open in SharePoint” at the top of the page, or you can open the file, then click the “...” at the top right and choose “Open in SharePoint.” Anyone on your team can open this document the same way, OR you can send the link by choosing “Get link” and sending that to a teammate an email, or by choosing to attach the **link** in an email, rather than the document.

Using the Word app in SharePoint is a simplified version, so if you want the full program, you can click on “Open in Desktop App” at the center top of the document. It will still be saving your changes to SharePoint. The rest of your team will see the changes you’re making in the desktop app, but there is a few seconds’ time lag.

Audio & Visual Issues:

If you are having trouble with an audio connection, or lacking a microphone or a camera on your desktop or laptop when signing into WebEx or MS Teams meetings, here are some ideas:

- There are several different models of webcam with built-in microphone that can be purchased from Amazon, Office Depot, or Best Buy for \$40 to \$50.
- For audio/microphone only, you can buy headphones with a microphone for less than \$20 and plug that into your laptop or desktop computer.
- Download the MS Teams app onto your PHONE or tablet and use that for the audio and mic. You can still use your computer to look at the bigger screen—just make sure your speaker is turned off on the computer, so you are not getting an echo between the two.
 - Note: if you have the app loaded on your phone, you can participate in meetings even if you are out of the office (home or work). Just make sure you mute your audio when you are not talking.

- You can download a free app to use an old smart phone as a webcam, if your work laptop does not have a camera. [Thanks to Tom Ruskowski for this tip!]
 - For android phones, download the free version of IP Webcam. (There are other apps, but this was the best rated. There is also a paid version that does not contain small ads.)
 - It is an app that runs on your wireless network so does not need to be attached to your computer. Just follow the instructions after loading app onto your phone. Here is the [IP cam driver link](#).
 - Those that have iPhones can use EposCam from the iStore. They have a pro and free version as well. This will work with Windows and Apple computers
- If you have a personal laptop, or a personal computer with a camera and a mic, and you are working at home for now, you can download the MS Teams app onto your home computer. You can still use your work computer while you have the MS Teams app running on your personal laptop.
- If you have an old State computer with a camera and mic, you can use that for a webcam and mic while you use your new computer for other tasks.

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 EAP is online at <https://www.aseahealth.org/your-benefits/employee-assistance-program-eap>

* For MMP Members

* Call 24 hours a day, 7 days a week, to talk to a professional counselor

* 1-877-234-5151

* More information about your EAP is online at: <http://www.lifeworks.com/>

* Company name: MMP Password: 5100

* 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

From: Kate Sheehan, Director of DOA's Division of Personnel and Labor Relations

VIII. Online Resources

Division of Forestry: An online resource link for employees can now 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: The CDC defines close contact as 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).

Exposure: Employee close contact with patients, co-workers, family members and others who are symptomatic of illness and/or suspected of, tested and pending results, or laboratory confirmed with COVID-19 infection. Levels of risk exposure are categorized as High, Medium, Low and No Identifiable Risk with employee use of PPE or lack of.

Isolation: Off work employee who is symptomatic or is laboratory-tested positive COVID-19 and under Public Health Order to be isolated from others. Location may be at home or an DOF-designated site.

Quarantine: Off work employee who is asymptomatic and under DOF work restrictions or Public Health Order to self-monitor and follow social distancing while on work restriction. Location may be at home or an DOF-designated site.

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.

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.

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.

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.”

Quarantine - Quarantines are for people or groups who do not have symptoms but were exposed to the sickness. A quarantine keeps them away from others, so they do not unknowingly infect anyone.

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 or disposable facemask, gloves, and eyewear.
- Patient should also be wearing a facemask 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 by 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/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)

