



State of Arkansas

Updated Public Health Emergency

COVID-19 Return to On-site Work Requirements

As of June 10, 2020

The State's COVID-19 requirements for returning to on-site work are evolving as new health information becomes available. After consultation with the Arkansas Department of Health (ADH), the Department of Transformation and Shared Services (TSS) has determined that all State employees without high-risk conditions impacted by COVID-19 may return to work on-site. All State employees with high-risk conditions impacted by COVID-19¹ shall continue to work remotely with the approval of the Secretary of their Department. Departments and State employees shall implement and follow the below requirements. Failure to follow the requirements may result in disciplinary action.

These requirements replace and repeal the previous "COVID-19 Return to On-site Work Plan." Departments, including those with situation-specific guidance,² should continue to follow ADH COVID-19 requirements for their operations.

State employees with questions on work assignment, hours, and leave options should contact their Department's human resources office. Department human resources staff will contact TSS with any questions that cannot be resolved at the Department level.

- State employees who are sick shall not return to on-site work.
- State employees must be screened at the entrance to any state building using the prescribed screening questions. The method for screening will be at the Secretary of the Department's discretion. If temperature checks are conducted, employees with a fever of 100.4 or higher shall leave the facility immediately and call their supervisor. An employee who does not pass any screening protocol will not be permitted to work on-site.
- Any State employee who tests positive for COVID-19 shall immediately call his or her work supervisor to report the positive results. The supervisor shall report this information to the Human Resources Director of his or her Department. The Human Resources Director of the Department shall report this information to the ADH Outbreak Response Team immediately.
- While conducting on-site work, State employees must socially distance themselves at least six feet away from other State employees. If this is not possible, State employees must wear a face mask or face covering that completely covers their nose and mouth at work. With the exception of State employees at Departments with situation specific ADH guidance, a cloth mask is appropriate.
- Each Department shall develop a process for compliance with the requirements above and submit the proposed process to TSS for joint review with ADH.
- State employees may not hold in-person meetings of more than 10 people, and participants are encouraged to utilize a conference call or video option.
- Departments may not hold work-related conferences of more than 50 people. The venue must accommodate sufficient social distancing. Participants are encouraged to utilize a video or call-in option.

¹ If a State employee feels that he or she has a high-risk condition impacted by COVID-19, then the State employee shall contact and work with his or her respective Human Resources Department to determine if he or she fits into the category of a State employee with a high-risk condition impacted by COVID-19. Departments will follow ADH and CDC guidance to make determinations.

² Examples of Departments with situation-specific guidance are the Arkansas Department of Corrections, the Arkansas Department of Public Safety, or those Departments with health care providers or food service preparation staff.

- Departments will minimize non-essential travel. All business travel must be approved by the Secretary of the Department.

As we continue to advance the response to COVID-19 regarding the on-site work requirements for State employees, updated requirements that may increase or ease restrictions will be released.