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GOVERNOR

**STATE OF ARIZONA**  
**DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS**

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Major General Michael T. McGuire  
THE ADJUTANT GENERAL

NGAZ-TAG

17 August 2020

MEMORANDUM FOR RECORD

SUBJECT: Department Posturing for Coronavirus/COVID-19

“(CHANGED)” indicates paragraphs, and potentially subparagraphs, that are added/different from previous signed version of Department Posturing memorandum.

1. (CHANGED) References:

- a. CNGBI 1400.25, Vol. 630, *National Guard Technician Absence and Leave Program*, 06 August 2018
- b. NGAZ-TAG, *Return to Duty Criteria for COVID-19 Quarantine and Isolation*, 18 May 2020
- c. Under Secretary of Defense, *Civilian Duty Status and Use of Weather and Safety Leave during COVID-19 Pandemic*, 30 March 2020
- d. NGAZ-HRO, *Family First Coronavirus Response Act*, 8 April 2020
- e. NGAZ-HRO, *Important Leave Information in Response to COVID Pandemic*, 22 July 2020
- f. OPM, *Summary of Statutory and Regulatory Requirements in Connection with the Emergency Paid Sick Leave Act (EPSLA) – Application to Federal Employees*, 22 April 2020
- g. CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/>

2. This guidance is effective for all Department of Emergency and Military Affairs (DEMA) members/employees, and organizations, in response to coronavirus/COVID-19 concerns.

a. Teleworking should be implemented as much as possible while prioritizing accomplishment of essential missions. Non-essential missions should only be accomplished with minimum risk to personnel health. Members normally assigned to non-essential missions but unable to telework should be assigned to stay home.

(1) Commanders/Supervisors may adjust work schedules and attendance as necessary to reduce health risks to individuals while still meeting essential training and missions.

(2) (CHANGED) Supervisors of federal technician teleworking employees should establish a telework agreement (DD Form 2946) to ensure both the employee and supervisor understand work expectations. Group Commanders/Chief of Staff (ANG/ARNG have the authority to approve (delegation may be further delegated to a 0-5/GS-12) telework agreements. Telework agreements must be sent to the HRO for entry into the employee’s file. All supervisors and employees engaged in telework activities must accomplish the following telework training:

i. Employee training: <https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/employee-course/index.htm>.

ii. Supervisor training: <https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/managers-course/index.htm>.

b. (CHANGED) Assigned to stay home: Members/Employees may be assigned to stay home in accordance with the following:

(1) Quarantine: Used for persons who are suspected to have been exposed to COVID-19, but have not tested positive. Once an individual has been identified as a “close contact” they immediately enter the quarantine phase. “Close contact” per CDC is spending 15 minutes or more without appropriate protective equipment, within six feet of a COVID-19 positive individual, or having direct contact with their secretions. The following applies to quarantined individuals:

i. Quarantined members/employees are assigned to stay home, in a paid status during duty periods, separate themselves from others, and monitor their health. Quarantine will last for 14 days. If no signs/symptoms are demonstrated during quarantine, then the quarantine is ended and the person may resume typical activities. If signs/symptoms appear during quarantine, then the person should seek medical assistance and testing.

(2) Isolation: Used to separate persons who have tested positive with COVID-19 from people who are not affected. Individuals testing positive will enter a period of isolation. Isolated members/employees are assigned to stay home, in a paid status during duty periods, separate themselves from others, and monitor their health.

i. Without symptoms: Members/employees remain in isolation for a total of 10 days from the date that they tested positive. If the member/employee develops symptoms of COVID illness, they must begin a new 10-day period of isolation. If the member/employee does not develop symptoms during 10 days of isolation, then they may resume typical activities.

ii. With symptoms: Members/employees remain in isolation until they have been without fever for 24 hours AND improvement in respiratory symptoms AND no earlier than 10 days from the date symptoms first appeared. Symptomatic personnel may then return to duty, but must wear a facemask while at work until all remaining symptoms have cleared.

iii. Personnel will not and should not be re-tested prior to returning to work. Current studies suggest that follow-up tests for recovered COVID-19 patients are picking up dead virus particles and could result in a false positive for up to three months. If you do not re-develop symptoms then you are not considered contagious and you are not required to quarantine again. If you do re-develop symptoms, then initiate a new quarantine.

(3) At Risk Individuals: Individuals who provide a doctor’s note that outlines work restrictions and duration of restrictions. Leadership, and the Human Resources Office (HRO) for technicians, should review any request without an expiration to determine the possibility for reassignment to a telework position.

(4) Individuals with At Risk Family: Individuals with a family member(s) who is/are at increased risk of severe COVID-19 illness as defined by the CDC. Technicians requesting Weather and Safety administrative leave must provide a note from a doctor or other medical professional documenting the restrictions, and duration of restrictions, on the employee’s work activities. Leadership, and the HRO, should review any request without an expiration to determine the possibility for reassignment to a telework position.

(5) Individuals restricted from their work center: Individuals who, at the direction of supervision, are prohibited from returning to their work center due to mission requirements (i.e., A/B Shift Operations, work center closures for COVID-19 cleaning, etc.).

(6) Individuals providing care to their child due to school COVID-19 closure, when child care is required and no other family member can provide the care.

c. (CHANGED) Accounting for work if directed to stay home due to COVID-19 issues: All members/employees must telework when capable (IAW telework guidance in this memorandum). If unable to telework, then:

(1) AGRs and Members on Military Status: AGR members and members who are on military status will consider their home of record their alternate work site. Dual Status Technicians on military orders are not authorized to simultaneously use Weather and Safety administrative leave.

(2) Federal Title 32 and Title 5 Technicians shall use these options in the order listed:

i. If due to Quarantine or Isolation: Up to 80 hrs of Emergency Paid Sick Leave (EPSL) as approved for COVID-19 response, see attachment 1.

ii. If sick for any reason, to include COVID-19, then use personal sick leave.

iii. Otherwise, use Weather and Safety administrative leave (W/S). Individuals may not self-certify the need to quarantine/isolate and must present a note from a doctor or other qualified medical professional prior to the beginning of the employee's next shift to be eligible for weather and safety administrative leave. I am delegating the authority to approve the use of W/S administrative leave to Group/Battalion Commanders/Chief of Staff.

(3) State Employees shall use these options in the order listed (contact the State HRO, 602-629-4387, for more information on the Emergency Paid Sick Leave and Emergency FMLA Expansion approval process):

i. If due to Quarantine or Isolation: Up to 80 hrs of Emergency Paid Sick Leave (EPSL) as approved for COVID-19 response, see attachment 1.

ii. If sick for any reason, to include COVID-19, then use personal sick leave.

iii. Otherwise, use Administrative Leave with Pay.

d. All individuals are prohibited from reporting to duty/work. Send individuals home who develop fever or sickness symptoms while on duty and notify member's appropriate leadership/supervisors.

e. (CHANGED) If an employee believes they have come in close contact with a person who is COVID positive or if they have been notified by a contact mapper or medical professional advising them to quarantine due to close contact with a COVID positive individual they must notify their supervisor prior to the beginning of their next shift.

(1) The State Surgeon Cell will review all reported exposures involving Title 32 dual-status technicians.

f. Unit Training Assemblies (UTAs) and Annual Training (AT) will be conducted in accordance with Air and Army component commander's guidance.

g. All military facilities/units are Health Protection Condition (HPCON) – C.

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(1) The following installations will conduct entry control point medical screening: 161AWR, 162WG, Silverbell AHP, Camp Navajo Training Center, Papago Park Military Reservation.

h. Maintain six feet social distancing when practical, to include during soldier/airman activations, training, feeding, and sleeping.

i. All personnel/employees are required to wear a simple face mask or cloth face covering:

(1) When inside any installation building,

(2) When proceeding through a medical screening zone portion of installation entry, if medical screening is occurring.

(3) When outside on installation property and unable to maintain six feet from another person except momentary deviations.

(4) In accordance with local ordinances when off installation.

(5) Exceptions to this requirement are when alone in a room and expecting zero to light traffic in the area, or if doing so impedes mission accomplishment and/or safety considerations as determined by leadership/supervision.

(6) Face mask or cloth face coverings must cover both nose and mouth.

j. Promote frequent hand washing and respiratory hygiene (covering coughs/sneezes and use of tissues) with messaging and leader emphasis.

k. Promote disinfection procedures by conducting frequent work space sanitization, periodic wipedown of personal electronic devices and enhancing building cleaning procedures.

l. Group gatherings are limited to a maximum of 10 people, to include formations and services. Leaders will ensure six feet physical distancing at all gatherings.

m. All exercise/workout/fitness rooms are closed.

n. Leadership will maximize outdoor training activities.

o. All official travel out of Arizona is restricted to mission essential purposes only, as determined by the Component/Division/JTF commander.

p. Members/employees referred to public health contact mappers must engage with the mappers.

3. (CHANGED) This requirement is being initiated for force protection measures due to Coronavirus/COVID-19 and is in effect immediately until further notice.

4. (CHANGED) These MFR's are superseded by this guidance:

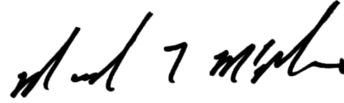
a. MFR dated 22 June 2020, titled "Department Posturing for Coronavirus/COVID-19".

b. MRF dated 18 May 2020, titled "Return to Duty Criteria for COVID-19 Quarantine and Isolation".

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5. The point of contact for this memorandum is Brig Gen Troy T. Daniels at 602-629-4400 or troy.t.daniels2.mil@mail.mil.



MICHAEL T. McGUIRE  
Major General, AZ ANG  
The Adjutant General

Attachments:

- 1) Emergency Paid Sick Leave (EPLS) v1
- 2) Important Leave Information v4
- 3) Infographic, Positive after Isolation v2
- 4) Infographic, Quarantine vs Isolation v1