



CIVILIAN PERSONNEL BULLETIN

UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

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Coronavirus (COVID-19) Questions and Answers

1. The Civilian Personnel Advisory Center has received numerous questions from supervisors and employees about COVID related issues over the last few weeks. The following list of questions and answers are those that are most applicable to civilian employees.

a. Who is considered high risk?

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Based upon available information to date, those at high-risk for severe illness from COVID-19 include:

- * People aged 65 years and older
- * People who live in a nursing home or long-term care facility
- * Other high-risk conditions could include:
 - o People with chronic lung disease or moderate to severe asthma
 - o People who have serious heart conditions
 - o People who are immunocompromised including cancer treatment
 - o People of any age with severe obesity (body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease might also be at risk
- * People who are pregnant should be monitored since they are known to be at risk with severe viral illness, however, to date data on COVID-19 has not shown increased risk

Many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

b. I am in the high risk category what precautions should I be taking now?

Teleworkers should be placed on telework and supervisors may grant weather and safety leave to employees who are at higher risk as identified by the CDC and are not telework eligible. You should discuss with your supervisor which status you are in.

c. If I live with someone in a high risk category and I am the caregiver should I stay home?

That is a personal decision only you can make. However, you will need to request annual leave or telework to stay at home in this circumstance.

(Note, this response assumes that the person you are caring for is currently not incapacitated and does not require you to care for them because they are not ill)

d. Can I telework if I stay home as a caregiver of a high risk person?

You must request permission to telework from your supervisor.

e. If I am not feeling well yet have no coronavirus diagnosis what should I do?

You should request sick leave. If you do not have sick leave, contact your supervisor and request advanced sick leave. You can request up to 30 days of advanced sick leave.

f. Can my supervisor direct me to go home if I feel sick, present as sick?

Your supervisor will request that you take sick leave. If you do not have sick leave, contact your supervisor and request advanced sick leave. You can request up to 30 days of advanced sick leave.

If you refuse to do so, the supervisor should contact the CPAC for further guidance.

g. If I have been tested and awaiting results, what should I do?... report to work?... stay home?

Yes, you should stay home. If you are approved for telework, you can telework. If you are sick, you should take sick leave. If you are under quarantine and can't telework, you can be placed on weather and safety leave.

h. If I test positive for coronavirus what do I do?

You should follow your doctor's instructions.

i. My coworker is sick and he suspects he has coronavirus but has not been tested. I work along this coworker, what do I do?

You should discuss your concerns with your supervisor. It is recommended that your supervisor follow the processes identified in the West Point COVI-19 Operational Playbook. If your supervisor doesn't have any answer, please elevate to your chain of command asap. If you are not required to be quarantined, you can request annual leave or telework. If quarantined and asymptomatic, you can be placed on weather and safety leave if no telework is available.

j. What authority do I have as a supervisor to send employees home?

Supervisors can send employees home for a variety of reasons, however; recommend that you contact the CPAC with the specific circumstances so we can provide the correct response.

k. Are employees required provide physical proof of coronavirus?

No, you are not required to at this time, however; please be aware that each organization is reporting positive test results to the Emergency Operations Center and the place that took the test is also reporting the test results to the state. NY State and WP results are being compared.

l. Am I eligible to get hazardous duty pay (GS) or environmental differential pay (WG)?

The only employees who would be eligible for this are those who have job related exposure to hazards of an unusually severe nature which cannot be eliminated or significantly reduced by preventive measures. This

special pay cannot be used for potential exposure. If you think that this might apply to you, the supervisor should contact the CPAC for further guidance.

m. My supervisor just told me that I am mission essential. What does this mean?

It means that you can be directed to report to your job (onsite) even if your organization/installation is closed.

n. I am a reservist and just learned that I have been called up for active duty. Do I need to do anything before I leave?

Please contact the CPAC asap for further guidance.

o. The President declared a National Emergency on 13 Mar 2020. How does this impact civilian employees?

If an employee is ordered to active duty, 22 workdays of military leave will be given to that employee.

If an employee is a reservist and called to active duty, they may be entitled to reservist differential pay.

p. I just retired from active duty and have been selected for a civilian job, does the declaration of a National Emergency eliminate the 180 day restriction?

No, it does not. A waivers still needs to be requested to appoint you within the 180 day period after your retirement.

q. Is the CPAC still filling positions?

Yes! The CPAC is still continuing to announce positions, issue referral lists and will onboard any selectees that management requests that we continue with.

2. If you have any additional questions, please contact the CPAC at (845) 938-3943 and leave a message. Staff will return calls as soon as possible.

//SIGNED//
CAROL L. MCQUINN
Human Resources Officer

Distribution:
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