Wyoming Air & Army National Guard
HRO COVID-19 Business Rules

Current as of: 8 December 2021

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Medical/Public Health Information

For questions regarding exposure, quarantine requirements, and medical recommendations, contact the appropriate POCs below:

For ANG Employees:
TSgt Cynthia Quinlan, 307-772-6717, cynthia.quinlan@us.af.mil

For ARNG Employees:
CPT Ray Weiser, 307-772-5061, george.r.weiser.mil@mail.mil
CPT Scott Simmerman, 307-772-5069, scott.t.simmerman.mil@mail.mil

JOC Guidance to Workforce/FRAGOs

For the most current JOC FRAGO Guidance, Screening Flowchart, Screening Questionnaire, and Current HPCON information, visit the following link:

JOC FRAGOs and Information

For questions or additional information, contact the JOC Staff at 307-772-5112 or ng.wy.wyarng.mbx.eoc@mail.mil.

Leave Statuses
Applicability: T32 Dual Status Technicians (DSG) and T5 NG Employees

Employees affected by COVID-19

The HRO may authorize administrative leave to an employee exposed to COVID-19, even if asymptomatic, if a local health authority determines the employee would jeopardize the health of others if allowed to return to work. Administrative leave is subject to Agency approval and will only be considered when extenuating circumstances exist.

Employees should refer to CDC guidance (https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html) for how to conduct a risk assessment of their potential exposure. Refer to the following link for additional WYMD screening requirements: WYMD Screening Information

Administrative leave may also be used for the purpose of receiving any series of the COVID-19 vaccination or any health complications following these vaccinations. These situations will be reviewed on a case by case basis and subject to HRO approval. Employees are authorized up to four (4) hours of administrative leave for each vaccination dose. If an employee becomes ill after either dose, they may be authorized up to two (2) workdays of administrative leave. After two days, if necessary, employees will be required to use their own leave. Administrative leave may not be used if the employee is in a military status.

Administrative leave must be individually requested using the HRO Form 204. (See below.) Supervisors will forward completed HRO Form 204s to Ms. Michelle Reed at michelle.m.reed23.mil@mail.mil for HRO approval and processing.

Click on the blue pin to open attachment

See the below attachment for guidance on work statuses:

Click on the blue pin to open attachment

For additional information, the POC for the leave program is Ms. Michelle Reed at 307-772-5147 or michelle.m.reed23.mil@mail.mil.

Telework
Applicability: T32 Dual Status Technicians (DSG) and T5 NG Employees

If an asymptomatic employee is required to quarantine, telework may be implemented immediately. Duties should be compatible with telework and the employee should have the necessary equipment (i.e. computer with VPN or internet capability) to telework. Employees and supervisors will discuss what equipment is necessary and tasks that should be completed during this period of telework.

Teleworking employees must have a telework agreement on file. This may include a long-term regular or situational agreement or, at a minimum, an HRO form 303, Emergency Telework Agreement (see below). If quarantine is required and the employee does not have an HRO form 303 on file (or another long term telework agreement), then a form will need to be completed and submitted to HRO as quickly as possible.

Click on the blue pin to open attachment

Additional information on telework agreements for Wyoming Air and Army National Guard employees can be found via the following link: WYNG Telework Information

If an employee wishes to telework on a routine or long term basis (outside of the COVID-19 emergency), they will be required to complete CBT training and forms specified in TAGM-WY 1700.04 found in the link above.

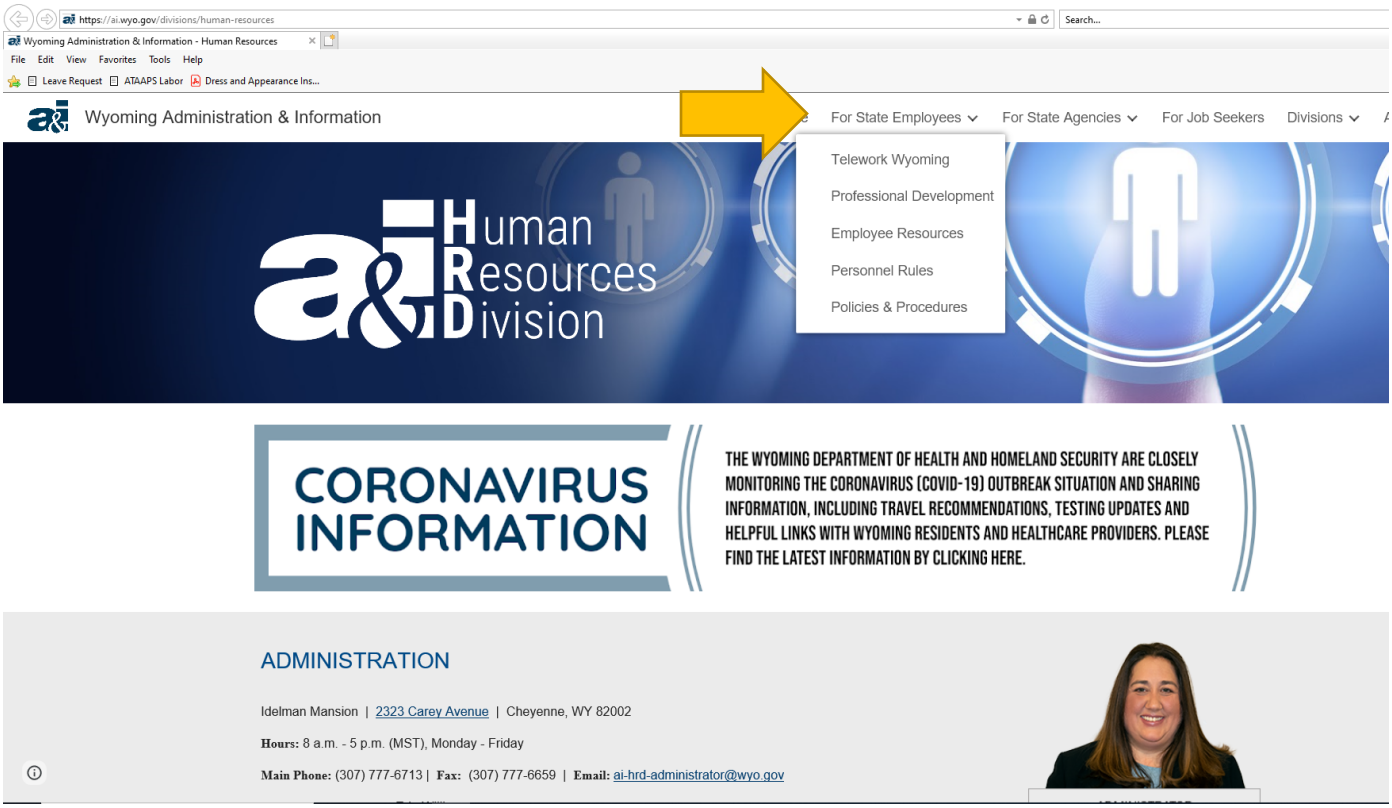
The POC for telework is Mrs. Carly Allen at 307-772-5909 or carly.j.allen.civ@mail.mil.

HR Guidance for State Employees

For State employee guidance, use the following link:
https://ai.wyo.gov/divisions/human-resources

Information on Telework, Personnel Rules, and Policies are available under the "For State Employees" link. (See image below.)

The POCs for State HR are:
Mr. Matt Nix at 307-777-8120 or matthew.nix@wyo.gov
Ms. Paige Brightman at 307-777-8122 or paige.brightman@wyo.gov



Resources

HRO Forms

JOC FRAGOs and Guidance

WYNG Telework Program

Safer Federal Workforce FAQs – Federal Employees and Supervisors