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NGUT-HRO

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MEMORANDUM FOR RECORD

SUBJECT: Policy Letter Concerning Employee Travel to Pandemic / Health Adverse High Risk Areas

1. The health and safety of our employees and their families are top priorities and essential components of our readiness. This memorandum establishes UTNG policy concerning those who have potentially come in contact with a pandemic virus (i.e. coronavirus [COVID-19]), or other communicable disease requiring quarantine while traveling. This memorandum also applies to personnel who have come in contact with persons infected with an identified virus. This policy applies to all UTNG AGR, FTNGD-OS, Counterdrug, Technician, Federal and State employees.
2. Employees who have traveled to areas identified as a threat level 3 or higher by the Center for Disease Control (CDC) and/or State Department, and/or have been in contact with an infected person, if asymptomatic (i.e. healthy, not displaying symptoms of given disease shall:
 - (a) Notify their supervisor of said travel and/or contact with an infected person and not return to work.
 - (b) Self-quarantine for 14 days or in accordance with the directions of authorized medical personnel.
 - (c) Self-quarantined personnel, who are telework approved, shall telework as much as possible as coordinated with their supervisor. Supervisors shall consider all opportunities for telework. For example, a maintenance worker may not be able to make repairs, but he/she could complete their performance reviews, take required on line training, or update a desktop SOP.
 - (d) Asymptomatic self-quarantined personnel may be granted administrative leave (safety) for the hours not worked during the self-quarantine period. Administrative leave may only be used for the time when work is not available. The combination of telework and administrative leave may not exceed the normal weekly hours worked.
 - (e) See <https://wwwnc.cdc.gov/travel/>. The self-quarantine requirement applies if the destination, or any destination enroute, is classified by the CDC as level 3 or higher anytime during travel.

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3. Employees diagnosed with a communicable disease requiring quarantine, or who present symptoms of an identified health risk, will contact their medical provider, and then use the appropriate sick leave determined by their employment status until a medical provider approves their return to work. If an employee exhausts their available sick leave, other paid leave or unpaid administrative leave may be available to an employee. Employees shall notify their supervisor of their illness as soon as possible. Employees shall present documentation of their illness to their supervisor as required by sick leave policy.

4. Employees and supervisors should address questions to the Human Resources Office (HRO).



MICHAEL J. TURLEY
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The Adjutant General
Commanding