



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE**

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MEMORANDUM

May 23, 2022

TO: Department Directors

FROM: Laura E. Freed, Director
Department of Administration

SUBJECT: **COVID-19 Guidance for the Workforce Post-Emergency Declaration**

This memorandum provides guidance to agencies on COVID-19 workforce issues as the state transitions out of a state emergency. While the emergency declaration has ended, COVID-19 is expected to continue to circulate at varying levels, and there are some practical steps agencies can take to reduce spread among employees.

First, and as before, employees who are sick should be encouraged to stay home and get tested for COVID-19. You may wish to remind your employees that they can order tests free of charge from the federal government. Your department may also have tests previously furnished by the Public Employees' Benefits Program that employees could utilize.

Reporting positive COVID-19 cases

Agencies should encourage employees who contract COVID-19 to voluntarily report the positive case to their supervisor. This allows agencies to notify employees who may have been exposed so those employees can follow quarantine guidance appropriate for their individual situations.

Furthermore, department leadership should know that managers and supervisors are empowered to send employees who are obviously ill home, pursuant to NAC 284.568. This applies to any illness appearing to be contagious, not just COVID-19.

Quarantine and isolation

Employees should continue to follow up-to-date guidance from the Centers for Disease Control and Prevention (CDC) with respect to quarantine and isolation following exposure or infection. This guidance can be found on the CDC's website at the following URL:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

COVID and paid administrative leave

As indicated in the all-agency memorandum issued by the Department of Administration on May 18, 2022, with the repeal of the emergency declaration, paid administrative leave is no longer available for employees who contract COVID-19. Neither is it available for employees in quarantine following exposure. Employees must use regular leave, whether sick leave or annual leave. Agencies may consider allowing sick or quarantining employees the option to telework until they meet the CDC's recommendations to end isolation or quarantine, provided the employee is set up for effective telework and feels well enough to do so.

As agencies consider other elements of their COVID-related workplace policies that they may wish to keep in place, they should consult with their Deputy Attorneys General for specific guidance.