

1 IN THE SUPERIOR COURT FOR THE STATE OF ALASKA

2 THIRD JUDICIAL DISTRICT AT ANCHORAGE

3
4 ALASKA STATE EMPLOYEES)
5 ASSOCIATION, LOCAL 52,)

6 Plaintiff,)

7 vs.)

8 STATE OF ALASKA,)

9 Defendant.)
10

COPY
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MAR 24 2020
Clerk of the Trial Courts

Case No. 3AN-20-_____ CI

11 COMPLAINT

12
13 Plaintiff Alaska State Employees Association, Local 52, (“ASEA”) asserts the
14 following claims against defendant State of Alaska (“State” or “Defendant”), alleging as
15 follows:
16

17 INTRODUCTION

18 1. This action seeks immediate judicial relief related to the Defendant’s failure
19 to protect ASEA members from the health and safety risks posed by the novel
20 Coronavirus (“COVID-19”), an infectious disease pandemic.

21 2. The Defendant has failed to take adequate measures, including by failing to
22 abide by its own policies and health mandates, to ensure that ASEA members are
23 protected while at work. This includes the following:
24

LAW OFFICES
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- 1 a. Failing to allow ASEA members to enter into telecommuting agreements,
2 per State of Alaska Division of Personnel and Labor Relations
3 Telecommuting Policy, even when there is no disruption of service or
4 decline in the quality of services provided by the State agency and the
5 customers served;¹
6
- 7 b. Failing to follow the State of Alaska COVID-19 Facility Closure Policy,
8 which allows State employees, including ASEA members to change or
9 stagger shifts to ensure adequate coverage and maximize social distancing;
10 to telecommute where possible; to reassign employees in higher staffed
11 locations to locations in need of additional staffing or to maximize social
12 distancing; and to train employees to ensure adequate coverage as
13 appropriate;²
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- 15 c. Failing, in certain instances, to treat ASEA members with respect and
16 dignity and in a way that minimizes transmission of COVID-19,³ including
17 by failing to follow the State's social distancing recommendations
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23 ¹ Exhibit A, State of Alaska Div. of Personnel and Labor Relations Telecommuting
24 Policy.

25 ² Exhibit B, COVID-19 Facility Closure Policy.

26 ³ See <http://doa.alaska.gov/dop/directorsOffice/covid19/faq/>.

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(videoconferencing for meetings when possible; liberal leave policies and teleworking options for staff);⁴

d. Failing to modify work spaces for ASEA members to ensure that ASEA members have adequate space and distance between other State employees (“farther than six feet from each other to prevent the spread of the virus that causes COVID-19”);⁵

e. Failing to provide ASEA members who interact with the public the appropriate personal protective equipment (“PPE”) so that ASEA members are not exposed to hazards that cause serious workplace injuries including COVID-19;⁶ and

f. Failing to follow the CDC guidelines in order to protect ASEA members’ health at work, including by allowing more than ten people to work in small areas, and by failing to allow ASEA members to work from home.⁷

3. The Defendant’s failure to abide by its own polices, health mandates, and orders has damaged ASEA members, violates Alaska law, and requires immediate injunctive relief.

⁴ Exhibit C, COVID-19 Health Alert, March 12, 2020.
⁵ Exhibit D, COVID-19 Health Mandate 9.1, March 23, 2020.
⁶ See <https://www.osha.gov/Publications/OSHA3990.pdf>.
⁷ Exhibit E, President’s CORONAVIRUS Guidelines for America.

PARTIES

1. Plaintiff ASEA is a labor organization that serves as the democratically chosen collective bargaining representative of a General Government Bargaining Unit consisting of approximately 8,000 State employees. Those members consist of 1,811 Class 1 employees, 40 Class 2 employees, and 6,084 Class 3 employees.⁸ Those employees are classified per AS 23.40.200.⁹

4. Defendant State of Alaska is a public employer.

JURISDICTION AND VENUE

5. This Court has jurisdiction over this state law dispute against the Defendant.

6. Venue is proper in this Judicial District because the claims at issue arose in the District and the Defendant may be personally served in this District.

BACKGROUND

COVID-19 AND THE STATE'S RESPONSE

7. The State first started formally communicating with employees regarding COVID-19 in early February 2020, explaining to all employees that the risk to Alaskans

⁸ Metcalfe Aff., March 24, 2020 at ¶2.

⁹ *Id.*

1 remained low, but that the State would update employees and the general public if the
2 facts changed.¹⁰

3
4 8. Almost a month later, the State's message changed, as COVID-19 spread
5 through a dozen states.¹¹ The State informed employees that it created a "FAQ document
6 and webpage detailing important information and resources available to State
7 employees."¹² The State also informed its employees that it "may be possible" for a
8 person to "get COVID-19 by touching a surface or object that has the virus on it and then
9 touching their own mouth, nose, or possibly their eyes."¹³ The State encouraged
10 employees to clean surfaces, and to request supplies to do so through the procurement
11 process.¹⁴

12
13 9. On March 10, 2020, the State instructed employees to take "prevention
14 steps" to prevent the spread of COVID-19, including enhancing "social distancing (more
15 than 6 feet)."¹⁵

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17 10. On March 11, 2020, Governor Dunleavy issued a declaration of public
18 health disaster emergency in response to the "COVID-19 anticipated outbreak."¹⁶

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21 ¹⁰ Exhibit F, Letter from Adam Crum, Kelly Tshibaka, and Dr. Anne Zink, Feb. 5,
2020.

22 ¹¹ Exhibit G, Email from Kelly Tshibaka to all State employees, March 4, 2020.

23 ¹² *Id.*

24 ¹³ *Id.*

25 ¹⁴ *Id.*

1 11. On March 17, 2020, Governor Dunleavy again communicated to all State
 2 employees, explaining the status of COVID-19 testing in Alaska.¹⁷ That email included a
 3 section called “Alaska Department of Administration,” and made the following promises
 4 about “changes and adaptations” the State “is doing that [employees] might see in [their]
 5 workplace,” including the initiation of “telework options for SOA employees on a large
 6 scale.”¹⁸ According to the email, the State intended to acquire equipment, training,
 7 implementation guidelines for departments, and that it would conduct a pilot program
 8 with select divisions and office through the state.¹⁹ The email explained that “[a]t the
 9 direction of the Governor’s Office,” State workers were “compiling and reviewing
 10 telework contingency plans,” and that the State intended to enhance sanitation protocols
 11 using CDC guidance, and that it would research “how to effectively implement physical
 12 barriers to protect State employees who directly interact with the public in restricted areas
 13 (for example, DMV public service windows).”²⁰
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20 ¹⁵ Exhibit H, Email from Kelly Tshibaka to all State employees, March 10, 2020.

21 ¹⁶ Exhibit I, Governor Issues Public Health Disaster Emergency Declaration for
 COVID-19, March 11, 2020.

22 ¹⁷ Exhibit J, Email from Governor Dunleavy to all State employees, March 17, 2020.

23 ¹⁸ *Id.*

24 ¹⁹ *Id.*

25 ²⁰ *Id.*

1 12. On March 19, 2020, the State circulated the COVID-19 Leave Policy,
2 which addressed the telework and workplace configuration guidance.²¹ According to that
3 policy, the State intended to “continue to explore and promote all possible options to
4 expand telecommuting” for State employees.²² The policy provides that telecommuting
5 is “available to employees only in management-approved positions,” and that
6 management “retains the right to approve or deny requests based on established
7 criteria.”²³ That includes the position’s suitability for telecommuting, the employee’s
8 suitability for telecommuting, and the mutual benefits to the agency and the employees.
9
10 The policy identified the individuals ineligible for telecommuting: those holding
11 positions essential to public safety, safety site visits, child welfare, and “some people
12 within 24/7 facilities.”²⁴ The State further promised to provide PPE and training to State
13 employees to allow employees to “protect themselves and the public while performing
14 necessary job functions.”²⁵

17 13. On March 21, 2020, Municipality of Anchorage Mayor Ethan Berkowitz
18 issued an emergency order, requiring certain citizens and others to “hunker down,” in
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21 ²¹ Exhibit K, Email from Kelly Tshibaka, enclosing State of Alaska COVID-19
Leave Policy, March 19, 2020.

22 ²² *Id.*

23 ²³ *Id.*

24 ²⁴ *Id.*

25 ²⁵ *Id.*

1 response to COVID-19.²⁶ On the following day, the State, through Department of Health
 2 and Social Services Commissioner Adam Crum, sent an email that identified an
 3 exception in Mayor Berkowitz's hunker down order, stating that "State agencies must
 4 continue to provide services to the public in this time of need."²⁷ Commissioner Crum
 5 stated that "[a]gencies have been working to promote the use of telework where
 6 appropriate. State offices have also been finding appropriate ways of maintaining social
 7 distancing in the workplace through configuration and schedule."²⁸

10 14. On March 23, 2020, the State provided additional guidelines for the public,
 11 including quarantine rules for interstate and international travel,²⁹ and additional
 12 mandates regarding businesses and gatherings "where individuals are within six feet of
 13 each other," and precluding "no gatherings of more than 10 people" unless those people
 14 can maintain a distance of six feet apart from each other.³⁰ The State also issued a list it
 15 calls "Alaska Critical Workforce Infrastructure."³¹ According to the State, employers
 16 have a "special responsibility" to protect individuals who provide government functions,
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 18
 19

20 ²⁶ Exhibit L, Municipality of Anchorage Proclamation of Emergency "Hunker
 21 Down" Order EO-03, March 20, 2020.

22 ²⁷ Exhibit M, Email from Adam Crum to all State employees, March 21, 2020.

23 ²⁸ *Id.*

24 ²⁹ Exhibit N, COVID-19 Health Mandate 10.1, March 23, 2020.

25 ³⁰ Exhibit D.

26 ³¹ Exhibit N at Attachment A.

1 including “all services needed to ensure the continuing operation of government
2 agencies.”³²

3 ASEA AND ITS MEMBERS

4
5 15. Over the course of the last two weeks, and in response to the State’s orders,
6 policies and directives, ASEA members have sought permission to work from home or to
7 telework based on personal safety concerns, personal risk factors, and / or because they
8 are non-essential employees who can complete their jobs at home without disrupting
9 essential State services.

10
11 16. The State, through its employees and supervisors, has not agreed to allow
12 certain ASEA members’ requests to telework, and has generally failed to abide by the
13 policies outlined above, including as follows:

- 14
15 a. ASEA employees work in pods that are not six feet apart and that do not
16 include barriers to prevent employee contact.³³ To protect their own safety,
17 ASEA members have purchased and installed make-shift plastic shields to
18 provide separation.³⁴ ASEA members have been informed by some State
19 supervisors and others that the work spaces provide adequate social
20 distancing, but ASEA employees share break rooms, elevators, stairwells,
21

22
23 ³² *Id.*

24 ³³ Metcalfe Aff. at ¶3.b.

25 ³⁴ Exhibit O, pictures.

1 restrooms and other commonly used building areas that do not provide
2 social distancing per the State's own guidelines;

3 b. For example, at a Division of Public Assistance office, open to the public,
4 19 ASEA members work in open air pods and have direct access to the
5 general public, while supervisors work behind closed doors.³⁵ The State
6 has taken no additional steps to clean the office,³⁶ despite promises by
7 Governor Dunleavy;³⁷

8 c. ASEA members receive public notices from the State to "take all CDC
9 recommended precautions such as washing hands for 20 seconds and social
10 distancing at 6 feet apart," but are unable to do so because of the work
11 environment.³⁸ ASEA members are also required to work around and
12 gather around more than ten people, contrary to the State's direction;³⁹

13 d. At the Department of Motor Vehicles at 1300 Benson Boulevard in
14 Anchorage, three ASEA members are self-quarantined, and two other
15 ASEA members have been tested for COVID-19.⁴⁰ The ASEA members

16 _____
17 ³⁵ Metcalfe Aff. at ¶3.d.

18 ³⁶ *Id.*

19 ³⁷ Exhibit J.

20 ³⁸ Metcalfe Aff. at ¶3.e.

21 ³⁹ Exhibit D.

22 ⁴⁰ Metcalfe Aff. at ¶3.g.

1 are using safety gloves while interacting with the public, but the stockpile
2 of gloves is running low.⁴¹ Moreover, the gloves are not adequate PPE to
3 prevent the transmission of COVID-19;

4
5 e. Contrary to the State's policies, Governor Dunleavy sent a video message
6 to all State employees, including ASEA members, telling them that the
7 State needed all State and municipal employees "to remain in place and to
8 help continue government to run."⁴² Governor Dunleavy told State
9 employees that "some" would be able to "telework / work from home."⁴³
10 But for many ASEA members telework was denied with no explanation or
11 rationale.⁴⁴ Governor Dunleavy further stated "for the most part, we need
12 to be at work. We need to keep society going. And it is you that does
13 that."⁴⁵ This is contrary to the State's message to ASEA members and
14
15
16 mandate to employers throughout the State;

21 _____
41 *Id.*

22 42 <https://vimeo.com/400021401/07f6ff5b75>.

23 43 *Id.*

24 44 Metcalfe Aff. at ¶¶3.a. &

25 45 <https://vimeo.com/400021401/07f6ff5b75>

1 f. The State is requesting that ASEA members provide “high risk info,”
2 without explaining why or how the information will be used, including
3 answers to the following health questions:⁴⁶
4

5 Hi ~

6 This email is intended to obtain information on those staff members that meet anyone of the following:

- 7
- 8 1. Considered High Risk to the virus (whether themselves or a someone they live with) – 65 or
9 older or has an underlying health condition
 - 10 2. Exposed to someone who has tested positive to the virus or is showing symptoms and must
11 self-quarantine
 - 12 3. Traveled within the last 14 days
 - 13 4. Having Child Care issues

14 Please reply to me not “REPLY ALL”

15 Please in your response state only if you meet number 1 or 2 or both. (I do not need to know details)

16 g. ASEA members have requested permission to telework, but have been
17 denied based on the discretion of a supervisor. This includes the following
18 examples:

- 19 • An ASEA member who deals with lower level tax appeals with no due
20 dates and who is not an essential employee, has requested permission to
21 telework, and has been denied because the employee’s supervisor
22 believes everyone should come to work. This same State supervisor
23 returned to work on March 9, after traveling outside of the country,
24 without taking any precautions about social distancing.⁴⁷

24 ⁴⁶ Metcalfe Aff. at ¶3.h.

25 ⁴⁷ *Id.* at ¶3.i.

- In some instances, ASEA members are working in the State office while their supervisors work from home.⁴⁸
- The State is refusing to grant telework requests, requiring ASEA members to provide information about their health conditions to determine if ASEA members satisfy certain CDC risk factors.⁴⁹ In one instance, a State employee told an ASEA member that her “Division is actively working with [Department of Health and Social Services] leadership on the authority to be as flexible as possible. A lot of questions are pending guidance.”⁵⁰ The same supervisor directed the ASEA member to take personal leave if she could not work.

17. On March 23, 2020, 400 ASEA members signed a petition regarding their concerns about workplace safety and COVID-19, including specific examples of the State’s failure to abide by its policies and its unwillingness to allow ASEA members to telework.⁵¹

LEGAL PROTECTIONS IN THE CBA AND IN STATUTE

18. The ASEA members and the State entered into a binding CBA, applicable from July 1, 2019 through June 30, 2022.⁵² Article 29 states that an ASEA member is

⁴⁸ *Id.*

⁴⁹ *Id.*; see <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html>

⁵⁰ Metcalfe Aff. at ¶3.i.

⁵¹ Exhibit P, ASEA Petition, March 23, 2020.

⁵² The “CBA” is the Collective Bargaining Agreement between the ASEA and the State covering the General Government Bargaining Unit, July 1, 2019 through June 30, 2022, and is available online at <https://www.afscmelocal52.org/benefits-services/all-forms-documents/collective-bargaining-agreements/state-of-alaska-cba/soa-2019-2022/639-state-ggu-2019-2022-cba/file>.

1 entitled to refuse to work on an unsafe job, requires that the State provide ASEA
2 members with safety equipment, and further requires that the State abide by the Division
3 of Labor Standards and Safety regulations.⁵³ The Division of Labor Standards and Safety
4 directs all State employees to the State's COVID-19 resources, including the COVID-19
5 communications and policies referenced above.⁵⁴

7 19. AS 18.60.075 requires an employer, including the State, to "do everything
8 necessary to protect the life, health and safety of employees"⁵⁵ and specifically includes
9 complying with occupational safety,⁵⁶ adopting and prescribing "suitable protective
10 equipment, safety devices, and safeguards as are prescribed for the work and
11 workplace,"⁵⁷ adopting procedures that prevent an employee from being exposed to
12 hazards,⁵⁸ and furnishing an employee a place of employment free from recognized
13 hazards.⁵⁹

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18 ⁵³ Exhibit Q, Excerpt from the CBA at Article 29.

19 ⁵⁴ Clicking the first link under "COVID-19 Coronavirus Information Links at the
20 Alaska Department of Labor and Workforce Development webpage
(<http://www.labor.alaska.gov/lss/oshhome.htm>) directs a person to the COVID-19
21 webpage for State employees (<http://doa.alaska.gov/dop/directorsOffice/covid19/>).

22 ⁵⁵ AS 18.60.075(a).

23 ⁵⁶ *Id.* at (a)(1).

24 ⁵⁷ *Id.* at (a)(2).

25 ⁵⁸ *Id.* at (a)(3).

26 ⁵⁹ *Id.* at (a)(4).

1 harms are occurring, and expose ASEA members to serious health risks. These harms
2 will increase so long as the Defendant is not enjoined from its continued practice.

3
4 **COUNT I**
5 **INJUNCTION IN AID OF ARBITRATION**
6 **AND IN ACCORD WITH ALASKA LAW**

7 The ASEA incorporates paragraphs 1-25 as if fully set forth herein, and alleges as
8 follows:

9 25. Under established law, courts may issue a temporary restraining order or
10 preliminary injunction to preserve the status quo and to protect the arbitration process
11 pending the arbitration of a labor dispute under a collective bargaining agreement
12 requiring arbitration of grievances. Such a temporary injunction to preserve the status
13 quo pending arbitration is available under the PERA.⁶⁰

14 26. The ASEA is entitled to injunctive relief to preserve the status quo because
15 the CBA with the State of Alaska requires the State to arbitrate grievances arising out of
16 disputes related to the agreement, including whether the State is complying with
17 Article 29 of the CBA.
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23 ⁶⁰ "PERA" is the Public Employment Relations Act (AS 23.40.070-.230); *Fairbanks*
24 *Fire Fighters Ass'n, Local 1342 v. City of Fairbanks*, 934 P.2d 759, 760-61 (Alaska
25 1997).

1 27. The ASEA is also entitled to an injunction requiring the State to provide a
2 safe work environment for all employees, including ASEA members, under
3 AS 18.60.075.
4

5 28. The traditional equitable bases for injunctive relief are met because, as
6 alleged above, the State is not providing a safe work environment in violation of the
7 CBA and Alaska law.
8

9 29. Injunctive relief is necessary before the resolution of the grievance because
10 the grievance process would make arbitration of the grievance a hollow exercise.
11

12 30. Injunctive relief is also necessary in order to protect the public welfare of
13 State employees and ASEA members.
14

PRAYER FOR RELIEF

15 WHEREFORE, the ASEA prays for judgment as follows:

16 1. For injunctive relief, including a temporary, preliminary, and permanent
17 injunction, requiring the State of Alaska to provide a safe work environment for all State
18 employees, including ASEA members, as required by the CBA and Alaska law;
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20 2. For pre- and post-judgment interest to be awarded, along with attorney's
21 fees, costs and expenses incurred by the ASEA in bringing this lawsuit; and
22

23 3. For such other relief as the Court deems just.
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1 DATED this 24th day of March 2020, at Anchorage, Alaska.

2
3 DILLON & FINDLEY, P.C.
Attorneys for Plaintiff

4
5 By: 
6 Molly C. Brown, ABA No. 0506057

7 **CERTIFICATE OF SERVICE**

8 The undersigned hereby certifies that on the 24th day of
9 March, 2020, a true and correct copy of the foregoing
document was served by:

10 hand delivery

11 on the following:


12 Chief of Attorney General's Office
13 State of Alaska
1031 W. 4th Avenue, Suite 200
14 Anchorage, AK 99501

15 and

16 certified mail, return receipt requested

17 on the following attorneys of record:

18 Attorney General
19 State of Alaska
Juneau, AK 99801

20 
21 Julie M. Gauthier

22
23
24
25
26 COMPLAINT

Alaska State Employees Assoc., Local 52. v. State of Alaska
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State of Alaska

Division of Personnel and Labor Relations

Telecommuting Policy

I. Policy

This policy provides direction and guidance for establishing employee telecommuting arrangements.

Whether or not to allow telecommuting for any group/unit of employees or an individual employee is exclusively a management decision. Telecommuting is an arrangement to permit employees to perform their job duties at an alternate work location in accordance with a Telecommuting Work Agreement (TWA). Agencies may allow participation in telecommuting to the greatest extent possible without diminished services or employee performance. Telecommuting is an arrangement established first and foremost to facilitate the accomplishment of work.

Telecommuting arrangements must conform to all State laws, regulations and policies regarding State employment. Telecommuting assignments do not change the conditions of employment or required compliance with policies. Each agency is responsible for ensuring compliance with the provisions of this policy.

Agencies are encouraged to maximize the use of telecommuting wherever practicable. **Agencies have the sole discretion to designate groups/units, positions and individual employees suitable for telecommuting.** The expectation is there will be no disruption of service or decline in the quality of services provided by the agency to the customers served.

Telecommuting is not an employee benefit or right. Employee participation in telecommuting is voluntary.

II. Guidelines

A. Telecommuting is available to employees when approved by supervisors. These guidelines do not apply to employees who work at home as a temporary or permanent reasonable accommodation approved under the Americans with Disabilities Act.

B. Telecommuting generally falls into one of two categories:

1. Routine: Routine telecommuting is when the arrangement occurs as part of a regular and ongoing schedule.
2. Situational: Situational telecommuting is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule. Examples of situational telecommuting include for reasons such as inclement weather, pandemic health crisis, special work assignments, or other natural or human-caused disaster. These agreements may also be referred to as episodic, intermittent, unscheduled, or *ad hoc* telecommuting. These types of agreements only require supervisor approval and do not require a Telecommute Request Form or Telecommute Work Agreement (TWA).

C. Telecommuting arrangements may be on a part-time or full-time basis. Initial telecommuting arrangements may only be approved for a period up to 6 months, and then must be reviewed prior to extending. Once an arrangement has been shown to be successful, it may be approved for up to 12 months at a time.

D. Employees must have written approval from his/her supervisor prior to beginning a telecommute arrangement. If working away from their duty station city an employee must have an approved Letter of Agreement (LOA) between the State and the union before beginning a telecommute arrangement.

- E. Management retains the right to approve or deny requests based on established criteria.** Telecommuting should only be considered if mutually beneficial for the agency and the employee. In deciding whether to approve an employee's request for telecommuting, the supervisor shall consider the following factors:
1. The position's suitability for telecommuting;
 2. The employee's suitability for telecommuting; and
 3. The mutual benefits to the agency and the employee.
- F. Managers will monitor employee compliance** with the TWA; relevant state policies; performance standards; expectations for work products; productivity; and time accountability.
- G. Employees must be available during work hours established in their TWA.** Absences (including unavailability during work hours) must be pre-approved. Employees must account for all time worked and use leave, as appropriate, with prior management approval only.
- H. Managers are responsible for providing employees clear direction on assignment and project expectations.** Management will provide the employer's expectations to the employee relating to performance, assignments to be completed, timely response to e-mail and phone calls, etc.
- I. Supervisors must ensure adequate office coverage at all times.** Coverage requires someone present in the office who can adequately resolve an issue in a timely manner. Absences due to leave, training, holidays and Alternate Work Schedule (AWS) schedules must be addressed when participants and supervisors arrange TWA plans to ensure adequate office coverage.
- J. Employees are expected to attend scheduled meetings in person,** unless they receive specific exemption. Supervisors can provide blanket exemptions to in-person meeting requirements for telecommuting employees located outside of driving distance to the meeting location.
- K. Telecommuting is not intended to be a substitute for dependent care.** Employees shall continue to make arrangements for child/dependent care to the same extent as if the employee was in the workplace. However, having a dependent at home will not necessarily prohibit an employee telecommuting. Requests will be reviewed on a case-by-case basis. Supervisors can suspend TWAs for employees who use them to enable child/dependent care.
- L. Travel to and from the telecommuting location to attend work-related meetings and events on telecommuting days is not reimbursable.** This does not apply if employee is telecommuting in a location outside of their normal duty station.
- M. The telecommute location will require adequate workspace, light, telephone service, power and temperature control.** The employee will provide telecommute worksite furniture and equipment and should maintain a clean and safe workspace. The State will not pay operating costs, maintenance, system upgrades, or other incidental costs (e.g., utilities, telephone, or Internet access) associated with the use of an employee's telecommuting site.
- N. The employee is responsible for protecting State equipment from damage and unauthorized use.** The employee shall be responsible for notifying their supervisor immediately of any damage, theft or loss of any issued State property. In the event of theft of the equipment, the employee shall be responsible for immediately reporting the theft to local law enforcement. Any State-provided equipment will be used only by the employee to complete State work. It is not for personal use by the employee or the employee's family members. All use will comply with the SOA OIT policy.
- O. The state is not responsible for loss, damage, repair, replacement, or wear of personal property or equipment.** The employee will be liable for any loss or damage to State property. The State retains the right to inspect the worksite. Generally, no additional equipment will be provided to employees to work at

alternative work sites. Any exceptions must be approved by the employee's Director, in consultation with the Office of Information Technology, when appropriate.

P. It is the responsibility of the telecommuter to determine any income tax implications of maintaining a home office area. The State will not provide tax guidance nor will the State assume any additional tax liabilities.

Q. Telecommuting from a location away from the permanent duty station may affect the employee's salary. Approval to remain on the salary schedule associated with the permanent duty station will only be considered for short-term telecommute arrangements in which the employee maintains their primary residence in that location. Otherwise, the salary schedule will be determined based on the telecommute location for the duration of the telecommute agreement. Specifics regarding the salary schedule for those employees commuting away from the duty station will be addressed in the LOA.

R. Position Suitability

An agency may consider allowing telecommuting for certain positions/ job classifications which would lead to efficiencies and effectiveness in daily operations. However, not all positions/job classifications may be appropriate for telecommuting. Agencies shall consider the following factors when determining which positions may be eligible for telecommuting:

1. A high percentage of work can be conducted individually;
2. Collaboration and communication with colleagues can be conducted virtually;
3. Work does not require frequent in-person or *ad hoc* collaboration;
4. Work output and quality is not impacted by location (e.g. quality of customer services);
5. Work is not dependent on specialty equipment, tools/materials and settings (e.g. laboratory) that cannot be reasonably accommodated remotely;
6. Work does not depend on frequent handling of secure materials.

S. Employee Eligibility

Telecommuting shall be considered an option at the exclusive discretion of management, not an employee benefit or right. Agency management has the right to initiate, terminate or suspend a telecommuting arrangement for an individual employee or group of employees at any time. Management may designate any group or unit of employees not eligible for telecommuting at any time. Management shall utilize the following criteria in evaluating if an individual employee or group of employees may be eligible for TWAs:

1. Whether the employee consistently demonstrates work habits that are well-suited to telecommuting, including but not limited to: self-motivation, self-discipline, the ability to work independently, manage distractions, meet deadlines, and a demonstrated record of meeting established performance expectations;
2. Whether the employee has consistent telecommute location and know who would potentially have access to that location; and
3. Whether the employee has the technical capacity to work remotely, including consistent internet connection, electricity, phone reception, ability to keep sensitive or confidential materials secure, etc.

An employee may **not** be eligible to participate in Remote work (pursuant to agency discretion) if:

1. The employee has received formal discipline for performance or conduct or a Performance Improvement Plan (PIP), during the previous 12 months; or
2. The employee has not gained permanent status in their current position. This requirement can be waived with approval from the Division Director or agency Commissioner, as appropriate.

T. Telecommuting employees will report any work injuries to their supervisor immediately. An employee at his/her telecommuting location during telecommuting hours while performing work duties will need to complete the Notice of Occupational Illness or Injury form as soon as possible, but not later than 10 days after the injury.

U. Weather and Safety Considerations

1. If severe weather is predicted, employees must prepare to work from their alternate work site on a day when unscheduled telework is authorized, including taking their State laptop and cell phone home with them, if applicable.
2. The telecommuting location(s) will be unaffected by emergencies that lead to office closings and released from work at the employee's central workplace. If work can proceed at the alternate work site(s), then the employee may not be excused from duty because other employees elsewhere have been released or excused from reporting.

V. Exceptions to any of these guidelines are subject to agency Commissioner discretion on a case-by-case basis.

III. Procedures

Written requests for telecommuting arrangements shall be submitted to the Division Director. Requests can be submitted electronically, paper form, or through an electronic system on the Division of Personnel's website (once developed). The Division Director will be responsible for approving telecommuting requests where the employee is working remotely within the state of Alaska. The agency Commissioner must approve all requests for telecommuting outside the state.

All telecommuting agreements must contain an acknowledgement by the employee that agency management has the right to initiate, amend, terminate, or suspend a telecommuting arrangement at any time. All telecommuting agreements must contain an acknowledgement by the employee that supervisors can suspend TWAs for employees who use them to enable child/dependent care.

A. Requests must document the following:

1. Reason for the request
2. Benefits to agency/employee
3. Position's suitability for telecommuting
4. Employee's suitability for telecommuting
5. Expected duration
6. Location(s) from which employee anticipates working
7. Schedule for employee

B. Approval flow for In-State Telecommuting:

1. Employee submits request with above information to Supervisor
2. If Supervisor approves request, Supervisor submits request to the Division Director
3. If the Director approves the request, the Supervisor and employee complete a Telecommuting Work Agreement (TWA). Both the employee and supervisor must sign the TWA prior to the implementation of the telecommuting arrangement.
4. Copies of the approved Telecommute request and signed TWA will be submitted to the Human Resource Office for tracking and maintained in the supervisor's file.
5. If the telecommuting arrangement involves working away from the employee's duty station city, a Letter of Agreement (LOA) with the Employee's union will be required. The agency HR staff will coordinate with Division or Personnel & Labor Relations (DOPLR) to obtain the LOA. The LOA must be finalized before the employee begins telecommute work.
6. Agency HR staff submits a copy of the approved LOA to the Division of Personnel and Labor Relations (DOPLR) Payroll Services immediately upon signing and informs the employee to contact DOPLR regarding potential salary schedule changes.
7. The Supervisor and Employee review the TWA at 6 months to evaluate the Employee's performance while telecommuting. If the Employee is meeting expectations while telecommuting, the TWA can be extended for up to one year.

Exhibit A

Page 4 of 9

C. Approval flow for Out-of-State Telecommuting:

1. Employee submits request with above information to Supervisor
2. If Supervisor approves request, Supervisor submits request to the Division Director
3. If the Director approves the request, the Director submits request to the Commissioner's Office.
4. If the Director and Commissioner approves the request, the Supervisor and employee complete a Telecommuting Work Agreement (TWA). Both the employee and supervisor must sign the TWA prior to the implementation of the telecommuting arrangement.
5. Copies of the approved Telecommute request and signed TWA will be submitted to the Human Resource Office for tracking and maintained in the supervisor's file.
6. The agency HR staff will coordinate with Division or Personnel & Labor Relations (DOPLR) to obtain the LOA. The LOA must be finalized before the employee begins telecommute work.
7. Agency HR staff submits a copy of the approved LOA to the Division of Personnel and Labor Relations (DOPLR) Payroll Services and Division of Finance (DOF) immediately upon signing. Agency HR informs the employee to contact DOF regarding potential state tax withholdings and DOPLR Payroll Services for potential salary schedule changes. Employee must submit the applicable state tax paperwork within 3-5 business days from the signing of the LOA.
8. The Supervisor and Employee review the TWA at 6 months to evaluate the Employee's performance while telecommuting. If the Employee is meeting expectations while telecommuting, the TWA can be extended for up to one year.

D. Contents of the TWA

The TWA sets out the specifics for the individual circumstance of the telecommuting arrangement including state and personal equipment to be used, days/hours of work, location of work, general duties to be performed and method(s) of assessing telecommuting performance. A template for a TWA is attached as Appendix A.

E. Renewing the TWA

1. The TWA must be discussed and renewed at least annually, or whenever there is a major change in job duties.
2. The TWA may be canceled by the employee with 15 calendar days written notice.
3. The supervisor may cancel this agreement and instruct the employee to resume working at the duty location at any time. If the employee is telecommuting from a location outside their normal duty station, the supervisor shall give 15 calendar days notice when cancelling the agreement.

F. Denials of Telecommuting

Managers must notify employees and discuss denials of telecommuting requests, providing a reason for the denial, such as:

1. Meetings;
2. Detailed supervision required;
3. Pending deadline;
4. Technology limitations (e.g., no Internet access; inability to reach via telephone if needed);
5. Special need related to work assignment;
6. Office coverage;
7. Personal engagement with customers, clients, or stakeholders;
8. Insufficient notification;
9. Not in an eligible group/unit;
10. Precluded by hiring agreement; and
11. Other – must provide reason.

Addendum A



State of Alaska Telecommuting Work Agreement

New Agreement (6 months max):

Renewal Request (1 year max):

In-State:

Out-of-State:

Employee Information

Name:

Employee ID:

Job Title:

Position # (PCN):

Department:

Division:

Main Workplace Address:

Telecommute Address:

Supervisor's Name:

Supervisor's Title:

The employee volunteers to participate in the telecommuting program and to follow the applicable guidelines. The employer agrees to the employee's participation.

This agreement is effective from _____ to _____ (not to precede required approval by the Division Director/Commissioner or exceed one year). The employee may request his/her participation in the telecommute work agreement be terminated by notifying his/her supervisor in writing with 15 calendar days notice. The agency shall arrange for the employee to return to work at the main workplace within a reasonable time after receipt of the written request. Agency management may cancel this agreement and instruct the employee to resume working at the main workplace at any time. If telecommuting is out of state, management shall give 15 calendar days notice when cancelling the agreement.

Work Site: The main workplace and the telecommute address are designated above. The employee agrees to work at the main workplace or telecommuting work location and not from another unapproved site.

Dependent Care: The employee will continue to make arrangements for dependent care to the same extent as if the employee was working at the main workplace. However, having a dependent at home will not necessarily prohibit an employee telecommuting. Requests will be reviewed on a case-by-case basis.

Work Hours: Work hours and location are specified below. All pay, leave and travel entitlement will be based on the employee's main workplace.

Note: Based on necessity of business, the supervisor may require the employee to alternate days and/or report to the main workplace on a scheduled telecommuting day. Employees are expected to attend scheduled meetings in person, unless telecommuting outside of the official duty station.

Work Days	Schedule Start Time	Schedule End Time	Total Hours	Telecommute Work Hours	Main Workplace Work Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Meal break: A meal break of not less than 30 minutes nor more than one hour will be allowed approximately midway of each shift.

Leave: Employees must obtain supervisory approval before taking leave in accordance with established agency procedures. The employee agrees to follow established procedures for requesting and obtaining approval of leave.

Equipment: The State is not required to provide equipment for the telecommute location; however, with the approval of the supervisor, the telecommuter may be provided State-owned equipment necessary to perform work assignments.

State-owned Equipment to be Provided:

Equipment	Property Tag Number	Serial Number

Personal Equipment to be Used:

State provided equipment will be used only by the employee to complete State work. It is not for personal use by the employee or the employee's family members. All use will comply with the SOA OIT policy.

Maintenance of Equipment: Equipment provided by the employer must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the employer. Equipment provided by the employee will be at no cost to the employer and will be maintained by the employee. If equipment malfunctions, the employee must notify his/her supervisor immediately. All repairs to State equipment must be conducted at the central workplace or State approved facility. The telecommuting employee is responsible for returning malfunctioning equipment to the central workplace for repair. If the malfunction precludes the employee from performing work assignments, the employee will be assigned to a different project or required to return to the main workplace.

Costs: The employer will not be responsible for operating costs, home maintenance, personal cell/home telephone expenses, Internet fees/rates, or any other incidental costs (e.g., utilities), associated with the use of the employee's residence. The employee does not waive entitlement to reimbursement for authorized expenses incurred while conducting official business for the employer.

Liability: The state is not responsible for loss, damage, repair, replacement, or wear of personal property or equipment. The employee will be liable for any loss or damage to State property. The State retains the right to inspect the worksite. Generally, no additional equipment will be provided to employees to work at alternative work sites. Any exceptions must be approved by the employee's Director, in consultation with the Office of Information Technology, when appropriate.

The employee shall return all State equipment in good working condition, normal wear and tear excluded. The employee is responsible for notifying their supervisor immediately, within 24 hours, of any damage, theft or loss of any issued State property and will be liable for that loss. In the event of theft of the equipment, the employee shall be responsible for reporting the theft to local law enforcement.

Verification of Home Safety: In signing this agreement, the employee verifies that the telecommute work location provides work space that is free from safety and fire hazards.

Work Assignments: The employee will meet with the supervisor to receive assignments and to review completed work at least once a week. The employee will complete all assigned work according to procedures mutually agreed upon with the supervisor.

Work Plan: Provide a description of the duties to be performed and how work products and output will be assessed for performance.

Duties to be Performed:

Method of Assessing Performance:

Evaluation: The evaluation of the employee's job performance will be based on established standards. Performance must remain satisfactory to remain a telecommuter.

I agree to abide by this Work Agreement and all requirements of the Telecommuting Policy. I understand that telecommuting is voluntary, and I may stop telecommuting at any time with fifteen days written notice. I also understand that management has the right to initiate, amend, terminate or suspend this agreement at any time. I understand that my supervisor can suspend this agreement if it is being used to enable child/dependent care. I understand that failure to comply with the provisions of this Agreement and the Telecommuting Policy may result in termination of the agreement, and/or other appropriate disciplinary action.

I understand that if the telecommute location is outside my official duty station that this agreement is contingent upon a Letter of Agreement (LOA) being approved between the State and my union and could result in a change of salary schedule. I understand that if a LOA is not approved this agreement will be considered cancelled.

Employee Signature: _____ Date: _____

I understand and will ensure compliance with the provisions of the Agreement.

Supervisor Signature: _____ Date: _____

cc: Agency Human Resource Office



State of Alaska

COVID-19 Facility Closure Policy

A. Purpose

On March 11, 2020, Governor Mike Dunleavy issued Administrative Order #315 and declared a State of Emergency in the state of Alaska as a result of the outbreak of COVID-19. The outbreak of COVID-19 throughout the world is a public disaster that significantly impacts the life and health of our people, the economy of Alaska, property and the public peace. The following guidelines address considerations for facility closures.

Departments and state agencies work in public service and must remain available to serve Alaskans.

B. Continuity of Operations Plans (COOP)

Departments and state agencies should have updated COOPs in place. If a department does not have an updated COOP, they are expected to update or develop their plan immediately. For assistance in updating and/or developing a COOP, contact Dave Donley, Deputy Commissioner, Department of Administration, for guidance. He can be reached at dave.donley@alaska.gov

C. Continuity of Operations during COVID-19 pandemic

To ensure continuity of operations, consider the following options and strategies:

1. Allow employees to telecommute where possible and in accordance with the telecommuting policy:
http://doa.alaska.gov/dop/fileadmin/Human_Resource_Services/pdf/TelecommutingPolicy.pdf
2. Request employees to change or stagger shifts to ensure adequate coverage and maximize social distancing.
3. Reassign employees in higher staffed locations to locations in need of additional staffing or to maximize social distancing.
4. Provide cross-training of employees to ensure adequate coverage as appropriate.

D. Facility Closure Guidance

When considering whether to close an office or facility, departments and state agencies should consider several factors, including but not limited to:

1. Impact to the mission and public (i.e., does the department/agency provide public facing services? Is the continuation of services legally required or essential to health or safety? If yes, can they be provided online, or via email or phone contact?)
2. Risk to employees and public of remaining open
3. Alternatives to continue effective operations (remote location, telecommuting, limited scope of services, limited lobby hours, limited number of people in the lobby at any one time, rearranged internal areas to respect social distancing, provide services by pre-arranged appointment, etc.)
4. Span of impacted area or potential for further contamination

5. Impact of closure on employees and the public
6. Ability to conduct a partial closure of an office
7. CDC and OSHA guidelines
8. Other potential legal considerations

E. Request to Close an Office of Facility

Requests to close an office or facility are to be submitted through the Commissioner to the Chief of Staff and Commissioner of the Department of Health and Social Services for consideration. The request should include the reasons for the request (see factors in D, above).

F. Facility Closure Support

Facility support, maintenance, and operations questions can be directed to:

State Owned Facilities Contact: Mark Davis, Director
Division of Facilities Services
Department of Transportation & Public Facilities
mark.davis@alaska.gov

Website: <http://dot.alaska.gov/dfs/>

Leased Facilities Contact: Rob Daly, State Leasing & Facilities Manager
Shared Services of Alaska
Department of Administration
rob.daly@alaska.gov

Website: <http://doa.alaska.gov/dgs/facilities/>

G. Review of Policy

The State reserves the right to modify the policy in order to ensure that the components of this policy advance appropriate public health policy and are not disruptive to the operations of government. This entire policy shall be reviewed no later than fourteen (14) days from its issuance.

H. COVID-19 Related Questions

- a. www.coronavirus.alaska.gov
- b. For non-clinical questions call 2-1-1

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Receive Updates 

Alaska Department of Health and Social Services

March 12 Health Alert: Community Mitigation

Alaska DHSS sent this bulletin at 03/12/2020 10:56 AM AKDT



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

****COVID-19 HEALTH ALERT****

Issued March 12, 2020

By: Dr. Anne Zink, Chief Medical Officer, State of Alaska

In order to prevent or slow the spread of Coronavirus Disease 2019 (COVID-19), the State of Alaska is recommending all Alaskans become familiar with the Centers for Disease Control and Prevention's (CDC) [guidance on community mitigation](#). We are advising Alaskans to implement protective measures outlined in the "preparedness phase" and to strongly consider implementing the "minimal to moderate" activities (see page 3). Examples of social distancing strategies that should be followed now include:

For the General Public

- Stay home if you are sick with a respiratory illness. If you develop a fever, stay home for at least 24 hours after the fever subsides.
- Stay at least 6 feet away from anyone who is coughing, sneezing, or feeling feverish.
- Avoid large gatherings and crowded places as much as possible.
- Avoid shaking hands and hugging as much as possible.
- If you live in a rural area, consider limiting non-essential travel to protect your community.

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Page 1 of 3

For High-Risk Groups

- This group includes persons aged 60 years and over, and persons with underlying medical conditions such as heart disease, lung disease, diabetes, or other immune compromising illnesses.
- When you go out in public, try to maintain at least 6 feet distance from people – especially from people who are sick.
- Avoid crowds as much as possible, especially large gatherings.
- Avoid cruise travel and non-essential air travel.

For Businesses and Employers

- Use videoconferencing for meetings when possible.
- When not possible, hold meetings in open, well-ventilated spaces.
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel.
- Encourage liberal leave policies and teleworking options for staff.

For Schools

- Consider adjusting or postponing gatherings that mix between classes, grades, and other schools.
- Adjust after-school arrangements to avoid mixing between classes, grades, and other schools.

Considerations for Event Planners

- Please read CDC's guidance for event planners: [cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html](https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html)
- Consider cancelling, postponing, or adjusting large in-person events.
- Explore offering video/audio/electronic alternatives.

For Religions and Faith-based Organizations

- Please read [CDC's guidance for religious and faith-based organizations](#).

Guidance on community mitigation: www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf

###

Printable versions of State of Alaska Health Alerts are posted to the DHSS COVID-19 website at coronavirus.alaska.gov.

STAY CONNECTED:



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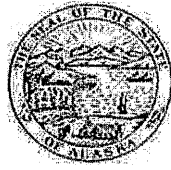
This service is provided to you at no charge by the [Alaska Department of Health and Social Services](#).

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Exhibit C
Page 2 of 3

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Governor Michael J. Dunleavy
STATE OF ALASKA

**** COVID-19 HEALTH MANDATE ****

Issued: March 23, 2020

By: Governor Mike Dunleavy
Commissioner Adam Crum, Alaska Department of Health and Social Services
Dr. Anne Zink, Chief Medical Officer, State of Alaska

To prevent the spread of Coronavirus Disease 2019 (COVID-19), the State of Alaska is issuing its ninth health mandate based on the authority under the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy on March 11, 2020.

Given the increasing concern for new cases of COVID-19 around Alaska, Governor Mike Dunleavy and the State of Alaska are issuing the following mandate to go into effect March 24, 2020 at 5:00 p.m.

The purpose of this mandate is to limit all close contacts (people outside of a family unit) to be farther than six feet from each other to prevent the spread of the virus that causes COVID-19.

Mandate 9.1 – State of Alaska - Personal Care Services and Gatherings

1. All businesses, congregations, or gatherings in the State of Alaska, where individuals are within six feet of each other must stop all operations. This includes:
 - a. Hair salons
 - b. Day spas and esthetics locations
 - c. Nail salons
 - d. Barber shops
 - e. Tattoo shops
 - f. Body piercing locations
 - g. Massage therapy locations
 - h. Tanning facilities
2. Additionally, no gatherings of more than 10 people may take place, and if a gathering does take place people must be six feet apart from each other.
3. This Mandate prohibits the delivery of services in any of the above business locations by individuals holding licenses issued by the Board of Barbers and Hairdressers and Board of Massage Therapists.
4. This Mandate prohibits operations for rolfing, reiki, acupuncture, acupressure, and similar services.
5. This Mandate prohibits licensed massage therapist services spas.
6. This Mandate prohibits business operations to continue at tanning facilities.
7. The prohibitions in this Mandate apply to services that may be delivered in the customer's home or in the home of the licensee.
8. This order shall take effect March 24, 2020 at 5:00 p.m. and remain in full force and effect until the Governor rescinds or modifies the order.

This mandate does not include urgent, and emergent health care needs, nor health care facilities; however, health care facilities must do risk assessment screening prior to entering the facility.

15 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

IF YOU FEEL SICK, stay home. Do not go to work. Contact your medical provider.

IF YOUR CHILDREN ARE SICK, keep them at home. Do not send them to school. Contact your medical provider.

IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

IF YOU ARE AN OLDER PERSON, stay home and away from other people.

IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.



DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

AVOID SOCIAL GATHERINGS in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

AVOID DISCRETIONARY TRAVEL, shopping trips, and social visits.

DO NOT VISIT nursing homes or retirement or long-term care facilities unless to provide critical assistance.

PRACTICE GOOD HYGIENE:

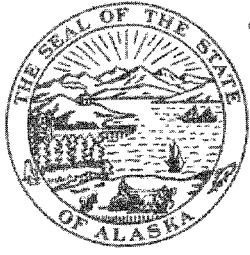
- *Wash your hands, especially after touching any frequently used item or surface.*
- *Avoid touching your face.*
- *Sneeze or cough into a tissue, or the inside of your elbow.*
- *Disinfect frequently used items and surfaces as much as possible.*

CORONAVIRUS.GOV

School operations can accelerate the spread of the coronavirus. Governors of states with evidence of community transmission should close schools in affected and surrounding areas. Governors should close schools in communities that are near areas of community transmission, even if those areas are in neighboring states. In addition, state and local officials should close schools where coronavirus has been identified in the population associated with the school. States and localities that close schools need to address childcare needs of critical responders, as well as the nutritional needs of children.

Older people are particularly at risk from the coronavirus. All states should follow Federal guidance and halt social visits to nursing homes and retirement and long-term care facilities.

In states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Health
and Social Services

OFFICE OF THE COMMISSIONER

Anchorage
3601 C Street, Suite 902
Anchorage, Alaska 99503-5923
Main: 907.269.7800
Fax: 907.269.0060

Juneau
PO Box 110601
350 Main Street, Suite 404
Juneau, Alaska 99811-0601
Main: 907.465.3030
Fax: 907.465.3068

February 5, 2020

Dear State of Alaska employees,

First and foremost, thank you for the important work you do to keep our state government running and to serve Alaskans. This is especially important during times of uncertainty or in the case of an emergency.

We understand that some of you may be concerned about the novel coronavirus (2019-nCoV) outbreak that originated in China and is now spreading to other countries and several states in the Lower 48. The U.S. Centers for Disease Control and Prevention continues to underscore that the immediate health risk to the U.S. public remains low at this time.

There are currently NO cases of 2019-nCoV in Alaska. We are closely monitoring this situation and coordinating with our federal, Tribal, and local partners. Together, we are actively engaged in ensuring that Alaskans remain safe and protected.

In the weeks and months to come, we can expect to see more cases of 2019-nCoV internationally and nationally, and we could see cases here in Alaska. Our goal is to detect any possible cases as quickly as possible to prevent the spread of this illness in Alaska while working to ensure Alaska State employees can continue to perform their duties without increasing their personal risk for exposure.

As state employees, the best things you can do include the following:

Follow this situation through credible sources. If a case is found in Alaska, we would promptly inform the public through the media. For more information, visit [cdc.gov/nCoV](https://www.cdc.gov/nCoV) and for Alaska-specific information [coronavirus.alaska.gov](https://www.coronavirus.alaska.gov).

Practice good hygiene. This protects against the transmission of many types of respiratory infections, including the flu:

- Wash hands frequently, ideally with soap and warm water for 20 seconds.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with sick people.
- Clean surfaces with an EPA-registered low/intermediate level disinfectant; use gloves and wash hands after cleaning.
- If you are sick, cover your coughs/sneezes and stay home if you have a fever. Also keep sick children home from school according to school guidelines.

Take small steps to stay healthy. Eat well, stay hydrated, keep current on all vaccinations, get plenty of rest and physical activity and enjoy time with friends and loved ones. This is good advice anytime!

Keep in mind that risk to most Alaskans remains low. People who have traveled to China in the past 14 days or have had direct exposure to someone with novel coronavirus are those most at risk. If you are at risk and have a fever or respiratory symptoms, please call the DHSS Section of Epidemiology at (907) 269-8000 or after hours at (800) 478-0084 before visiting a health care provider. If you have any questions, please call (907) 269-8000 during business hours.

For those with recent travel to China, please refer to this CDC document to understand its guidance: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>. This guidance became effective Feb. 3 and does not apply retrospectively to people who entered the United States prior to that date.

The Centers for Disease Control and Prevention does not recommend that healthy people wear masks in public settings. If you have an underlying illness or a special health concern, consult your primary care provider for a more individualized recommendation.

Please be respectful and treat others with courtesy. We will also be fighting fear, stigma, and misinformation as this outbreak progresses. Please don't stigmatize anyone just because they are sneezing or because they have recently traveled to an area where there are cases of 2019-nCoV. Remember, there are screening protocols and safeguards in place and those are designed to keep us safe.

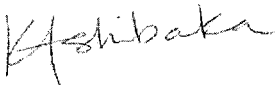
Fortunately, Alaskans are resilient and we know how to prepare. As state employees, every time we experience emergencies like floods, fires, earthquakes, and epidemics, our response systems improve.

While the immediate health risk to Alaskans remains low, this is a serious public health concern globally and we will continue to coordinate with health care providers and our many partners both nationally and in Alaska to protect the health of Alaskans.

Thank you,



Adam Crum
Commissioner, Alaska Department of Health and Social Services



Kelly Tshibaka
Commissioner, Alaska Department of Administration



Dr. Anne Zink
Chief Medical Officer, Alaska Department of Health and Social Services

From: Commissioners Office, DOA (DOA sponsored)
Sent: Wednesday, March 4, 2020 4:10 PM
To: Commissioners Office, DOA (DOA sponsored)
Subject: Novel Coronavirus (COVID-19) Information and Resources for State Employees
Attachments: 03.04.20 COVID-19 FAQs.pdf



Novel Coronavirus (COVID-19) Resources for State Employees

Dear State Employees,

The State of Alaska is closely monitoring an outbreak of respiratory illness caused by a novel coronavirus (COVID-19). While there is no evidence that COVID-19 is spreading in Alaska at this time, cases have been identified in over a dozen states, including evidence of community transmission in some areas.

With the developing coronavirus situation, we want to ensure you have accurate information about the illness and are aware of resources available to you as a State employee. For this reason, the Division of Personnel and Labor relations has created a FAQ document and webpage detailing important information and resources available to State employees related to the virus. The FAQ document, which you will find attached, discusses symptoms, what to do if you exhibit symptoms, options for State employees who must care for sick loved ones, resources available to state employees to prevent illness in the workplace, and other important information.

I encourage you to take a moment to review the document when you have a time. The information contained in the

**Exhibit G
Page 1 of 2**

document is also available at <http://doa.alaska.gov/dop/directorsOffice/covid19/>, where it will be updated as more information becomes available.

If you have any questions not addresses in the FAQ document, please contact your HR manager directly.

Thanks,

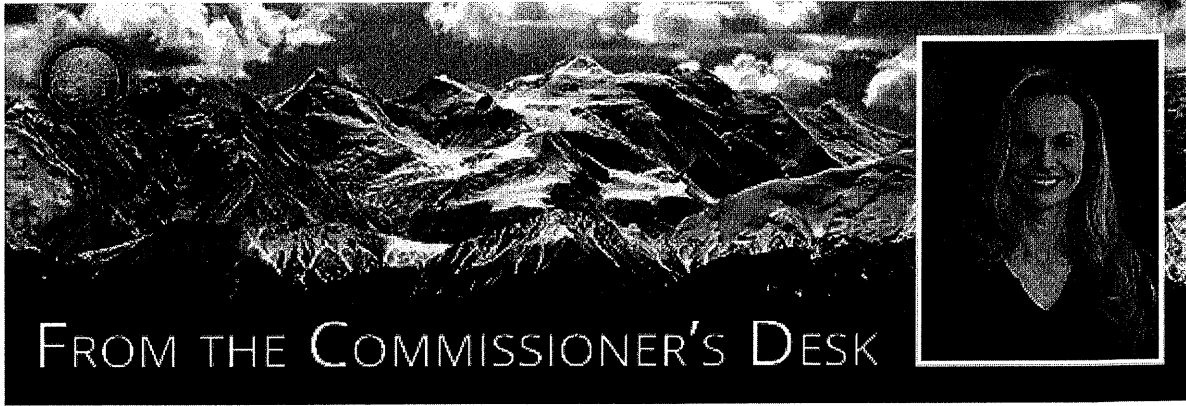
Kelly Tshibaka

Commissioner

Department of Administration

State of Alaska

From: Commissioners Office, DOA (DOA sponsored)
Sent: Tuesday, March 10, 2020 7:18 PM
To: SOA All employees
Subject: 03.10.20 COVID-19 Update
Attachments: Wash your hands flyer .pdf; workplace-guidance.pdf; 03.09.20 AO 315 COVID-19 Directive.pdf



03.10.20 COVID-19 Update

The safety of our employees is our top priority. DOA has been working with the Department of Health and Social Services (DHSS) and other agencies since the outbreak began, and it continues to coordinate closely with state leaders and partners. The state's emergency planning has us well placed to respond to threats such as this, as well as provide information and prevention tips while also working to prevent undue stress or panic.

Today, Governor Dunleavy issued AO 315 directing DHSS to manage and monitor COVID-19 developments and the State's response. The AO also alerted all state entities to the seriousness of COVID-19. (see attached)

Prevention

- Our partners at DHSS tell us the public should take basic prevention strategies at home and at work to help slow the spread of the virus. More information is available on the [DHSS website](#).
- The priority is to slow the spread of this virus. Keeping Alaskans healthy and minimizing our risk requires all of us working together.
 - State health care professionals say the easiest way to do that is to practice good hygiene and stay home when sick.
 - **Stay home when you're sick, even if it's just coughing or sneezing.** Coronavirus symptoms can be very mild. We strongly encourage telework, if your position allows. Otherwise, use sick leave or contact your union for leave donations. Please contact your HR manager if you have any questions.

Exhibit H
Page 1 of 3

- Here are prevention steps to take at home and at work as recommended by the Centers for Disease Control and Prevention (CDC):
 - **Wash your hands** and use alcohol-based sanitizer frequently
 - **Avoid touching your face**, mouth, nose and eyes
 - Cover your coughs and sneezes
 - Enhance social distancing (more than 6 feet)
 - Stay away from people who are sick
 - If you have coronavirus symptoms – fever, cough and shortness of breath – contact your health care provider about what your next steps may be. SOA employees should also notify their supervisor so the agency can take any necessary steps.
 - DHSS announced new recommendations to help prevent or slow the spread of COVID-19. [That guidance is here.](#)

Workplace Safety

- Frequently clean and disinfect high-touch and common surfaces. Use procurement methods authorized by your department. These EPA-approved disinfectants are often still in stock:
 - [Hydrogen Peroxide](#)
 - [Isopropyl Alcohol](#)
- If your bathroom sink does not have a handwashing reminder, please print and hang the [attached flyer](#) as healthy-hygiene reminder!
- [Attached is new guidance from the CDC](#) on workplace safety. Feel free to post around your workplace.

Telecommuting

- Supervisors are strongly encouraged to develop situational (ad hoc) telework agreements/expectations with all telework eligible employees, currently without a signed telecommute work agreement, who need to work remotely for a prolonged period due to COVID-19. The SOA [telecommute policy is here.](#)
- DOA is deploying Microsoft Teams this week to all Departments (except Governor Office staff). Teams allows employees to videoconference from video-enabled computers. Per CDC guidance, we encourage staff to use videoconferencing for meetings whenever possible, even in the workplace. OIT will be scheduling training for Teams for those who need it.

- DOA is offering supervisors training this week on how to manage telework employees. The Division of Personnel will send an e-mail notifying supervisors of times for the on-line training. A recording will be available afterwards.

- DOA is asking for information from each department on which employees need computers, phones, or Virtual Private Networks (VPN) for telecommuting or internet connectivity. Starting with those employees identified as essential for continuity of operations during an emergency, we will begin deploying equipment as expeditiously as possible.

FAQs

- The Travel Freeze issued by the Chief of Staff on March 9 applies to *all* out-of-state travel, even if all expenses were to be paid by a third party.

- Other DOA FAQs are posted [online here](#).

DOA will continue to keep you posted as information develops. Feel free to direct any COVID-19 questions to DHSS. Questions related to SOA workforce can be directed to doa.commissioner@alaska.gov.

Thanks,

Kelly

State of Alaska

Office of Governor
MIKE DUNLEAVY

You are here: Home / Press Releases / Governor Issues Public Health Disaster Emergency Declaration for COVID-19

Governor Issues Public Health Disaster Emergency Declaration for COVID-19

March 11, 2020

March 11, 2020 (Anchorage, AK) – Alaska Governor Mike Dunleavy today issued a declaration of public health disaster emergency in response to the COVID-19 anticipated outbreak. The declaration initiates a unified command structure between the Alaska Department of Health and Social Services (DHSS), Alaska Department of Military and Veterans Affairs (DMVA), and the Department of Public Safety (DPS), and fully engages state departments to utilize all capabilities to ensure a swift and effective COVID-19 response.

“My administration has worked daily to coordinate our response efforts and keep Alaskans informed about COVID-19. Beginning with the flight to repatriate Americans living in Wuhan in January, our team has responded with a level of professionalism that is a model for the nation,” **said Governor Mike Dunleavy**. “Alaska still does not have any confirmed cases of the novel coronavirus disease; however, by issuing this disaster declaration, we are taking a proactive approach to accessing all necessary resources. As we are faced with the potential to have confirmed cases in Alaska, the state will elevate its response and bring to bear every element of state government needed to address this serious illness.”

“DHSS, and the State of Alaska, continue to prepare for and learn from the novel coronavirus outbreak around the world,” **said Adam Crum, commissioner of the Alaska Department of Health and Social Services**. “These efforts have been undertaken alongside municipalities, Tribal health, and our federal partners, and as this public health risk continues to evolve it is highly probable that an outbreak of COVID-19 will occur in this state in the near future.”

“We have seen a great level of voluntary coordination between local, Tribal, state, and federal partners to date. As the impact of the virus expands we are here to support our DHSS partners. We have established a Unified Command and activated our plans to coordinate activities statewide,” **said Maj. Gen. Torrance Saxe, commissioner of the Alaska Department of Military and Veterans Affairs**. “Uniformed members of the Alaska Organized Militia, including the Alaska National Guard, are prepared to respond to the needs of our communities and DHSS as requested.”

In addition to setting up the unified command, the declaration permits the DHSS commissioner to exercise state statutes related to isolation and quarantine measures, and makes it easier for the state to purchase supplies, hire temporary staff, and access disaster relief funds for public assistance. The DHSS emergency operations center has been activated since January. The State of Alaska emergency operations center has been on standby for several weeks.

Exhibit I
Page 1 of 2

On March 2, 2020, Governor Dunleavy submitted a supplemental budget amendment to fund COVID-19 preparedness and response efforts. The supplemental budget amendment provides \$4 million in state funds and allows for the receipt of \$9 million in federal support for mitigation and response efforts.

As of March 10, 2020, 47 individuals in Alaska have been tested for COVID-19, with 31 negative tests and 16 tests currently pending. State health officials expect to detect cases in the near future and are preparing for the likelihood of community transmission in Alaska. Nationally, 647 cases have been reported with 25 deaths.

All Alaskans are encouraged to stay informed, listen to their local elected leaders and their primary care providers.

Click [here](#) for a signed copy of the disaster declaration and additional information.

For the latest information on Alaska's response to COVID-19, please visit <http://coronavirus.alaska.gov>.

###

Media Contact: Jeff Turner, jeff.turner@alaska.gov (907) 310-4961

From: Alaska Governor Mike Dunleavy (GOV sponsored)
Sent: Tuesday, March 17, 2020 10:39 AM
To: SOA All employees
Subject: COVID-19 Update

Follow Up Flag: Follow up
Flag Status: Flagged



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Dear State Employees,

I thank you for your continued service to our great state in the midst of the Coronavirus Disease 2019 (COVID-19) pandemic. I am both humbled and honored to serve the State of Alaska alongside such dedicated individuals.

Alaska had its first confirmed case of COVID-19 last week in Anchorage, and just last evening two (2) additional travel related cases were announced in Fairbanks. While unfortunate, it comes as no surprise, as we have been preparing for this reality since January when the outbreak first began to spread around the world. Members of my administration have been working diligently with the many agencies and individuals responding to COVID-19, including our congressional delegations, the Centers for Disease Control and Prevention (CDC), the Federal Aviation Administration, Alaska Native Tribal Health Consortium, local governments around the state, and the medical community. I am confident in my team’s capabilities and their ability to respond to this rapidly changing situation. I assure each of you that we will provide you with regular updates.

My office, along with the Department of Health and Social Services and the Department of Administration, will be providing this newsletter and other updates to keep you safe and informed on the latest developments regarding this disease. If immediate action is required, your management team will promptly inform you. Please use the information in this newsletter as a guide to keep you, your coworkers and your families safe and to limit the spread of this virus.

In the coming weeks and months, challenges will doubtless mount. We will face grueling tests – as individuals, as team members, and as Alaskans. Your service during these uncertain hours will likely comprise the most impactful moments of your career.

YOU are the state of Alaska – your offices, divisions and departments. Know that YOU are deeply appreciated by myself and each commissioner and most importantly, by your fellow Alaskans. We will do everything in our power to look out for you as you look out for all Alaskans. With your unwavering commitment and relentless efforts, we will keep our state moving forward and weather this health crisis together.

Sincerely,
Governor Mike Dunleavy

.....

Alaska Department of Health and Social Services:

The State of Alaska has seen its second and third cases of COVID-19 and we all need to continue preparing for more cases in the near future. There are many simple, everyday preventative measures we all can do to help slow and prevent the spread of COVID-19. For some of the actions listed below, you may have already made the changes or it's something you've been doing even before this pandemic began. Other items on the list might take some practice. What's important to remember is that your individual actions matter and implementing these activities are all up to you. Washing your hands, properly covering your cough or sneezes, practicing social distancing and staying home when you are sick will help everyone stay healthy. Every Alaskan who makes these changes helps mitigate the spread of this virus across our state, which could save the lives of your fellow Alaskans.

Those most at risk of severe illness from COVID-19 include people who are 60 years or older and anyone who has a serious chronic medical condition such as heart disease, diabetes or lung disease. If you or a loved one fall into this group, read and follow this guidance from the CDC: *If You Are at Higher Risk*.

We ask that everyone take time to review the information in the CDC's guidance on community mitigation that provides useful strategies for how to protect people in a variety of settings. Another good resource is to become familiar with What Every American and Community Can Do Now to Decrease the Spread of the Coronavirus. The posters address ways to keep workplaces, schools, homes and commercial establishments safe and are easily printed so you can post them in your community.

Here are some quick takeaways that you can do right now to help prevent the spread of COVID-19.

Practice good hygiene and take these precautions:

- Stop handshaking – use other noncontact methods of greeting.
- Clean hands immediately after you enter a building and schedule regular handwashing reminders by email.
- Create habits and reminders to avoid touching your face and cover coughs and sneezes.
- Disinfect surfaces like doorknobs, tables, desks and handrails regularly.
- Increase ventilation by opening windows when possible.
- Stay at home if you feel sick. Don't go to work, out in public or be around others if you have a fever and for 72 hours after your last fever.
- Consider staying at home if you have a sick family member in your home.
- Stay at least six feet away from anyone who is coughing, sneezing or feeling feverish.
- Avoid large gatherings and crowded places as much as possible.
- If you live in a rural area, consider limiting non-essential travel to protect your community.

Visit coronavirus.alaska.gov to find up-to-date information for all Alaskans regarding COVID-19.

Alaska Department of Administration:

As we ask you to make changes in your life to help protect yourself, other Alaskans and to prevent the spread of COVID-19, there are several changes and adaptations that the Department of Administration is doing that you might see in your workplace. As these changes are implemented, remember we are all taking these steps together in hopes of keeping Alaska as safe as possible.

1. Initiating telework options for SOA employees on a large scale. This includes identifying needs and acquiring equipment, training, implementation guidance for departments, and conducting a pilot program with select divisions and offices throughout the state in the coming week.
2. At the direction of the Governor's Office, compiling and reviewing telework contingency plans requested from all departments.
3. Producing and distributing email advisories ([found here](#)) that provide specific direction on topics such as: workplace hygiene and COVID-19 prevention, handwashing, frequently asked questions about

telecommuting, operational and workplace guidance, and COVID-19 resources for state employees.

4. Enhancing sanitation protocols using CDC guidance to clean and disinfect public buildings that DOA manages. This includes increased cleanings and placement of additional sanitizer dispensers.
5. Researching how to effectively implement physical barriers to protect state employees who directly interact with the public in restricted areas (for example, DMV public service windows)

Visit <http://doa.alaska.gov/dop/directorsOffice/covid19/> to find up-to-date information for all employees of the State of Alaska.

From: Commissioners Office, DOA (DOA sponsored)
Sent: Thursday, March 19, 2020 4:24 PM
To: SOA All employees
Subject: 03.19.20 COVID-19 Update: SOA Leave Policy and Teledoc
Attachments: COVID_19_LEAVE Policy 3.19.20.pdf



Novel Coronavirus (COVID-19) Update

State of Alaska Employees,

The outbreak of COVID-19 throughout the world is a public disaster that significantly impacts the life and health of our people, the economy of Alaska, property and the public peace. Governor Dunleavy is greatly concerned for the health, well-being, and peace of mind of our dedicated State employees. To that end, the attached guidelines address work restrictions and pay provisions for employees during the COVID-19 public health emergency. If you have any questions, please direct them to your HR Manager.

Also, for those who have AlaskaCare health insurance, I want to take a moment to remind you of a fantastic benefit you have: Teladoc! You can connect with a real doctor by video, app or phone 24/7 without leaving your house! They cover a wide range of conditions, like cold, flu, sprains, dermatological conditions, allergies, viruses, and skin infections. Then they call in your prescription to your pharmacy of choice. Call 1-855-835-2362 for Teladoc today!

Thanks,

Kelly Tshibaka
Commissioner
Department of Administration

State of Alaska



State of Alaska COVID-19 Leave Policy

I. Purpose

On March 11, 2020, Governor Mike Dunleavy issued Administrative Order #315 and declared a State of Emergency in the state of Alaska as a result of the outbreak of COVID-19. The outbreak of COVID-19 throughout the world is a public disaster that significantly impacts the life and health of our people, the economy of Alaska, property and the public peace. The following guidelines address work restrictions and pay provisions for employees during the COVID-19 public health emergency.

II. Guidelines

A. Public Health Guidance

Under current public health guidance, if an employee has symptoms of fever ($>100.3^{\circ}\text{F}$) and cough or shortness of breath, the employee is to stay home for seventy-two (72) hours after their fever is gone and symptoms have improved. An employee with the symptoms of a common cold or flu, but without a fever, is encouraged to stay home until symptoms are resolved.

B. Travel Guidance

If you are returning from out-of-state travel, please adhere to the following guidance:

1. **Higher Risk:** If you have traveled from an area with *widespread, ongoing community spread* such as Europe, China and other countries (i.e., a CDC Level 3 Travel Health Notice Area) and are entering Alaska within the past 14 days **you must:**
 - Self-quarantine and stay home and avoid contact with other household members.
 - Contact your employer and **do not go to work** for this 14-day period after you return.
2. **Medium Risk:** If you have traveled anywhere outside of Alaska, (including the rest of the United States) within the past 14 days **you must:**
 - Keep your distance from others (about 6 feet or 2 meters)
 - This may mean self-quarantining and not going to work if you cannot safely be distanced from others – especially if you traveled in a location where community transmission is occurring – **contact your employer.**
 - **You must** avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
3. **Health Guidance for Returning Travelers in the Higher and Medium Risk Groups**
 - a. Take your temperature with a thermometer two times a day and monitor for fever ($>100.3^{\circ}\text{F}$). Also watch for cough or trouble breathing.
 - b. Do not take public transportation during the time you are practicing social distancing.
 - c. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
 - d. Keep your distance from others (about 6 feet or 2 meters).

- e. If you get sick with fever (>100.3°F), cough, or shortness of breath, please call your health provider.
- f. If you seek medical care for other reasons, such as dialysis, call ahead to your doctor and tell them about your recent travel.

C. Telecommuting and Workplace Configuration Guidance

State agencies, corporations, and departments shall continue to explore and promote all possible options to expand telecommuting for state employees.

If a workplace configuration does not allow for employees to be safely distanced from others (about 6 feet or 2 meters), then the employer should work to alter the workplace configuration and schedule, and explore possible telecommuting options so social distancing in the workplace is achieved.

These efforts are done with the recognition of current extenuating circumstances and will not create a past practice or expectation of continuation of telecommuting arrangements made to accommodate this emergent situation.

C.1 Employees Requesting Telecommuting

Normal telecommuting and leave rules apply when agencies are operating under normal operating hours and plans. Telecommuting is available to employees only in management-approved positions, and in accordance with the State of Alaska Telecommuting Policy. Section II.E. of the policy states:

Management retains the right to approve or deny requests based on established criteria.

Telecommuting should only be considered if mutually beneficial for the agency and the employee. In deciding whether to approve an employee's request for telecommuting, the supervisor shall consider the following factors:

1. The position's suitability for telecommuting;
2. The employee's suitability for telecommuting; and
3. The mutual benefits to the agency and the employee.

D. Telecommuting-Ineligible Employees

State of Alaska employees not eligible for telecommuting because of job function, duty and location include, but are not limited to, roles that are essential to public safety, safety site visits, child welfare, and some people within 24/7 facilities. As necessary to protect employees in these roles, the state will provide employees with the necessary personal protective equipment (PPE) and training to protect themselves and the public while performing necessary job functions.

E. Guidance for Employees at Risk Due to Travel or Community Exposure

Using the travel guidance conditions listed above for Higher Risk and Medium Risk travel areas – an employee falling into those categories will need to discuss their work situation with their employer before returning to work.

An employee may be required to telecommute during the self-quarantine period. If the employee is directed to telecommute and declines to do so, the employee must use their own accrued leave or be in a leave without pay status for the time in self-quarantine.

If the employer has determined there are no telecommuting options for an employee who: (1) falls in the “higher risk” or “medium risk” group as defined under (B) above; (2) has an objective reason to believe they may have been exposed to someone with COVID-19; (3) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 or (4) displays COVID-19 symptoms, the employee can choose to be released for no longer than fourteen (14) calendar days per self-quarantine event:

- with no loss of pay under COVID-19 Leave;
- on union bank leave; or
- on accrued leave.

The employee is not permitted to report to the worksite during the time they are in self-quarantine. Employees must complete the form, “Employee Verification for Paid Leave Due to Coronavirus (COVID) 2019.” The employer retains the right to request written verification confirming the circumstances warranting the self-quarantine, which may include a signed affidavit from the employee.

If during the period of an employee’s self-quarantine, an employee is unable to continue telecommuting due to illness (unrelated to COVID-19), personal needs, or other factors, the employee is required to use accrued leave or leave from a union leave bank, in accordance with state policies, procedures, and any applicable collective bargaining agreement.

Employees can begin taking COVID-19 leave as of March 16, 2020.

F. Contracted Virus

If an employee tests positive for COVID-19, the employee can choose to be released for fourteen (14) calendar days or until symptoms fully resolved, whichever is longer:

- with no loss of pay under COVID-19 Leave;
- on union bank leave; or
- on accrued leave.

If the employee tests positive, but is otherwise able to work, the employee may telecommute consistent with the guidelines above, if the employee is telecommuting-eligible and has approval to do so.

G. Supervisors

Supervisors who notice an employee exhibiting contagious sick symptoms consistent with COVID-19 at the workplace (e.g., fever plus coughing or difficulty breathing) should require the employee to leave for home.

Supervisors can call the DHSS Epidemiology Help Line, their HR Manager, or the Division of Personnel and Labor Relations for further guidance.

H. Office Closure

In the event of a department, office, or facility closure, instructions will be provided to employees regarding their work status (e.g., telecommuting, administrative leave, employee required to work in operations that must provide public safety or other essential public business).

I. Review of Policy

The State reserves the right to modify the policy in order to ensure that the components of this policy advance appropriate public health policy and are not disruptive to the operations of government. This entire policy shall be reviewed no later than fourteen (14) days from its issuance.

J. COVID-19 Related Questions

- a. www.coronavirus.alaska.gov
- b. For non-clinical questions call 2-1-1

MUNICIPALITY OF ANCHORAGE

Office of the Mayor

Phone: (907) 343-7100



Mayor Ethan A. Berkowitz

MUNICIPALITY OF ANCHORAGE PROCLAMATION OF EMERGENCY “HUNKER DOWN” ORDER EO-03

ISSUED BY THE MAYOR OF THE MUNICIPALITY OF ANCHORAGE PURSUANT TO ANCHORAGE MUNICIPAL CODE SECTION 3.80.060H.

The COVID-19 pandemic has generated a public health emergency that threatens to overwhelm our health system, endangering the lives and wellbeing of the people of Anchorage. We can take steps to slow and hopefully contain the threat, but those steps require coordinated community action. This order is put forward to preserve the health and safety of our community while ensuring that vital goods and services continue to be available.

I HEREBY ORDER THE FOLLOWING EMERGENCY RESPONSE TO PRESERVE LIFE IN AND ADJACENT TO THE MUNICIPALITY. THE FOLLOWING EMERGENCY REGULATIONS BEGIN AT 10:00 P.M. ON SUNDAY, MARCH 22, 2020 AND REMAIN IN EFFECT UNTIL 11:59 P.M. ON TUESDAY, MARCH 31, 2020.

1. Everyone currently in the Municipality of Anchorage (the “Municipality”) shall stay at home as much as possible, except to work in certain critical jobs, listed below; to buy, sell, or deliver groceries or other important goods; to receive or provide health care; and to get fresh air without contacting others. On the limited occasions when individuals leave home, they should maintain social distancing of at least six feet from any person outside their household whenever possible. Individuals are also encouraged to practice recommended hygiene, including regular hand washing.
 - Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to use COVID-19 risk mitigation practices in their operation).
2. It is strongly recommended, in accordance with Center for Disease Control (CDC) guidance, that certain individuals within the Municipality should take even greater precaution.
 - a. Anyone particularly at-risk from COVID-19 should reduce exposure by staying at home, not physically going to work, and not doing their own shopping if possible. People particularly at risk of complications from COVID-19 include those 60 years and older and individuals of any age with a serious underlying medical condition. Household members of those who are at elevated risk should implement these more stringent guidelines as well, to the extent possible.

- a. Anyone more likely to be contagious with COVID-19 should reduce contact with others even further by not leaving home except to obtain medical care or to get fresh air. People who are more likely to be contagious include individuals exhibiting symptoms of COVID-19 (including coughing, shortness of breath, and fever) and individuals who have recently traveled. Individuals who have recently travelled outside the Municipality are advised, in accordance with CDC guidelines, to stay at home as much as possible for fourteen days. Household members of those who are possibly contagious should implement these more stringent guidelines as well, to the extent possible.
3. Some businesses and entities serve critical roles that are necessary to combat this public health emergency or provide critical community functions and cannot be put on hold while we address the emergency. These businesses and entities are encouraged to remain open. While open, those businesses and entities should comply with social distancing guidelines as much as possible, including by maintaining six-foot social distancing for employees and for members of the public, including when any customers are standing in line. A list of businesses defined as critical is listed below at paragraph number five.
4. All other businesses and entities in the Municipality must close their premises; however, businesses and entities may continue to utilize telecommuting or work from home procedures.
5. Critical businesses (to include non-profit and other entities) include:
 - a. "Healthcare Operations" including hospitals, clinics, dentists, pharmacies, other healthcare facilities, home healthcare services providers, mental health providers, companies and institutions involved in the research and development, manufacture, distribution, warehousing, and supplying of pharmaceuticals, biotechnology therapies, consumer health products, medical devices, diagnostics, equipment, services, or any related and/or ancillary healthcare services. "Healthcare Operations" also includes veterinary care and healthcare services provided to animals. "Healthcare Operations" does not include fitness and exercise gyms and similar facilities. Healthcare operations remain subject to the restrictions in the Mayor's Emergency Order EO-02. To expand the capacity and supply of Healthcare Operations necessary for the response to the COVID-19 pandemic, all Healthcare Operators shall postpone appointments that are non-urgent or non-emergency whenever possible, and consider alternatives to face-to-face visits, in accordance with CDC guidance for Healthcare Facilities.
 - b. Businesses providing any services or performing any work necessary to the operations and maintenance of "Critical Infrastructure," including, but not limited to, the Port of Alaska, public works construction, construction of housing, airport operations, water, sewer, gas, electrical, oil production, roads and highways, trucking and shipping companies, public transportation, solid waste collection and removal, internet, and telecommunications systems;
 - b. First responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel;
 - c. Critical Government Functions, meaning all services needed to ensure the continuing operation of the government agencies and provide for the health, safety, and welfare of the public. Federal and State of Alaska employees should follow direction of their employer regarding whether and where to report to work;
 - d. Defense and national security-related operations supporting the U.S. Government or a contractor to the U.S. government;

- e. Grocery stores, supermarkets, food banks, marijuana dispensaries, convenience stores, and other establishments engaged in the retail sale of food, beverages, or other household consumer products (such as cleaning and personal care products, pet food and pet supplies). This includes stores that sell groceries and also sell other non-grocery products, as well as stores that sell products necessary to maintaining the safety, sanitation, and operation of residences;
- f. Food cultivation, including fishing, hunting, farming, and livestock;
- g. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged, unsheltered, or otherwise vulnerable individuals;
- h. Newspapers, television, radio, and other media services;
- i. Gas stations and auto-supply, auto-repair, towing companies, and related facilities;
- j. Banks, mortgage companies, insurance companies, and related financial institutions;
- k. Hardware stores;
- l. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and operation of residences and critical businesses;
- m. Businesses providing mailing and shipping services;
- n. Educational institutions for purposes of facilitating distance learning;
- o. Laundromats, dry cleaners, and laundry service providers;
- p. Restaurants, bars, and breweries and other facilities that prepare and serve food and beverages, but only for delivery or carry out under the restrictions laid out in the Mayor's Emergency Order E0-01;
- q. Businesses that supply products needed for people to work from home;
- r. Businesses that supply other critical businesses with the support or supplies necessary to operate;
- s. Businesses that ship or deliver groceries, food, goods or services directly to residences;
- u. Businesses that provide transportation services of passengers or goods, including the Alaska Railroad;
- v. Home-based care for seniors, adults, or children;
- w. Hotels, residential facilities and shelters for seniors, adults, and children;
- x. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
- y. Childcare facilities, subject to new recommendations for increased hygiene and social distancing. Childcare facilities should be used only by those who need childcare to work at a critical job.

If your business is not listed above, but you believe that it is critical or it is an entity providing critical services or functions, you may request an opinion from the Mayor that your business should be designated a critical business.

DATED this 20th day of March, 2020.



Ethan Berkowitz, Mayor
Municipality of Anchorage, Alaska

From: Crum, Adam R (HSS)
Sent: Saturday, March 21, 2020 11:21 AM
Subject: Anchorage "Hunker Down" Order - SOA Employee Guidance

Follow Up Flag: Follow up
Flag Status: Completed

State of Alaska Employees:

The Municipality of Anchorage issued a "Hunker Down" Order on Friday March 20, 2020. This has led to confusion for State of Alaska (SOA) employees about where to report on Monday March 23, 2020. Please note the highlighted section of 5(c) from the order:

5. Critical businesses (to include non-profit and other entities) include:
 - c. Critical Government Functions, meaning all services needed to ensure the continuing operation of the government agencies and provide for the health, safety, and welfare of the public. Federal and State of Alaska employees should follow direction of their employer regarding whether and where to report to work;

State agencies must continue to provide services to the public in this time of need.

Agencies have been working to promote the use of telework options where appropriate. State offices have also been finding appropriate ways of maintaining social distancing in the workplace through configuration and schedule.

At this time, SOA employees are to report to work on Monday under the same circumstances they were working under on Friday March 20, be it via telework or at an office or facility.

ADAM CRUM | Commissioner
Alaska Department of Health and Social Services



Governor Michael J. Dunleavy
STATE OF ALASKA

**** COVID-19 HEALTH MANDATE ****

Issued: March 23, 2020

By: Governor Mike Dunleavy
Commissioner Adam Crum, Alaska Department of Health and Social Services
Dr. Anne Zink, Chief Medical Officer, State of Alaska

To prevent the spread of Coronavirus Disease 2019 (COVID-19), the State of Alaska is issuing its tenth health mandate based on its authority under the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy on March 11, 2020.

Given the increasing concern for new cases of COVID-19 around Alaska, Governor Dunleavy and the State of Alaska are issuing the following mandate to go into effect March 25, 2020 at 12:01AM., and will be reevaluated by April 21, 2020.

This mandate is issued to protect the public health of Alaskans. The Governor looks to establish consistent mandates across the State in order to mitigate the impact of COVID-19. The goal is to flatten the curve and prevent the spread of the virus.

The purpose of this mandate to control the ingress to Alaska from outside localities in order to prevent the spread of the virus that causes COVID-19.

Health Mandate 10.1 – International and Interstate Travel – Order for Self-Quarantine

Effective 12:01 am March 25, 2020:

All people arriving in Alaska, whether resident, worker or visitor, are required to self-quarantine for 14 days and monitor for illness. Arriving residents and workers in self-quarantine, should work from home, unless you support critical infrastructure (see Attachment A).

Critical infrastructure is vital to keeping Alaska safe, and as a result businesses and employees of critical infrastructure industries must take special care to protect their staff and operations during this pandemic. If your business is included in Attachment A, and your workers must travel to enter Alaska, you must submit a plan or protocol for maintaining critical infrastructure to the Department of Commerce, Community and Economic Development by 3:00 pm March 24, outlining how you will avoid the spread of COVID-19 and not endanger the lives of the communities in which you operate, of others who serve as a part of that infrastructure or the ability of that critical infrastructure to function.

Pursuant to the Governor's declaration, the State of Alaska hereby orders the following. Upon arrival in any community in Alaska from another state or nation, you must:

1. Proceed directly from the airport to your designated quarantine location, which is the location identified and affirmed by you on the mandatory State of Alaska Travel Declaration Form.
 - a. If you are a resident, your designated quarantine location is your residence.
 - b. If you are a visitor or worker, your designated quarantine location is your hotel room or rented lodging.
2. Remain in your designated quarantine location for a period of 14 days, or the duration of your stay in Alaska, whichever is shorter.
 - a. You may leave your designated quarantine location only for medical emergencies or to seek medical care.
 - b. Do not visit any public spaces, including, but not limited to: pools, meetings rooms, fitness centers or restaurants.
 - c. Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by Unified Command.
 - d. Comply with all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.
 - e. If you are required to self-quarantine and there are other individuals in your residence, hotel room, or rented lodging, you are required to comply with social distancing guidelines.

This Mandate supersedes any local government travel restrictions.

The failure to follow this order is punishable by a fine of up to \$25,000, or imprisonment of not more than one year, or both pursuant to Alaska Statute 12.55.035 and Alaska Statute 12.55.135

Authority: AS 26.23.020(g)(7)

Attachment A
Alaska Critical Workforce Infrastructure

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being. Certain critical infrastructure industries have a special responsibility in these times to continue operations.

At this time, critical industries and entities in Alaska include:

- a. “Healthcare Operations” including hospitals, clinics, dental emergency services, pharmacies, other healthcare facilities, home healthcare services providers, mental health providers, companies and institutions involved in the research and development, manufacture, distribution, warehousing, and supplying of pharmaceuticals, biotechnology therapies, consumer health products, medical devices, diagnostics, equipment, services, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and healthcare services provided to animals. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- b. Businesses providing any services or performing any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, the Port of Alaska, public works construction, construction of housing , airport operations, water, sewer, gas, electrical, oil production, mining, logging, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).
- c. Financial services sector, which includes workers who are needed to process and maintain systems for processing financial transactions and services, such as payment, clearing and settlement services, wholesale funding, insurance services, and capital markets activities; to provide consumer access to banking and lending services, including ATMs, movement of currency (e.g. armored cash carriers); support financial operations, such as those staffing data and security operations centers; appraisals and titling; and, key third-party providers who deliver core services.
- d. First responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel are critical.
- e. Individuals providing “Essential Governmental Functions” are critical. “Essential Government Functions” means all services needed to ensure the continuing operation of government agencies and provide for the health, safety, and welfare of the public.
- f. Grocery stores, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of food and other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
- g. Food and agriculture, company cafeterias, cultivation, including farming, livestock, and fishing;

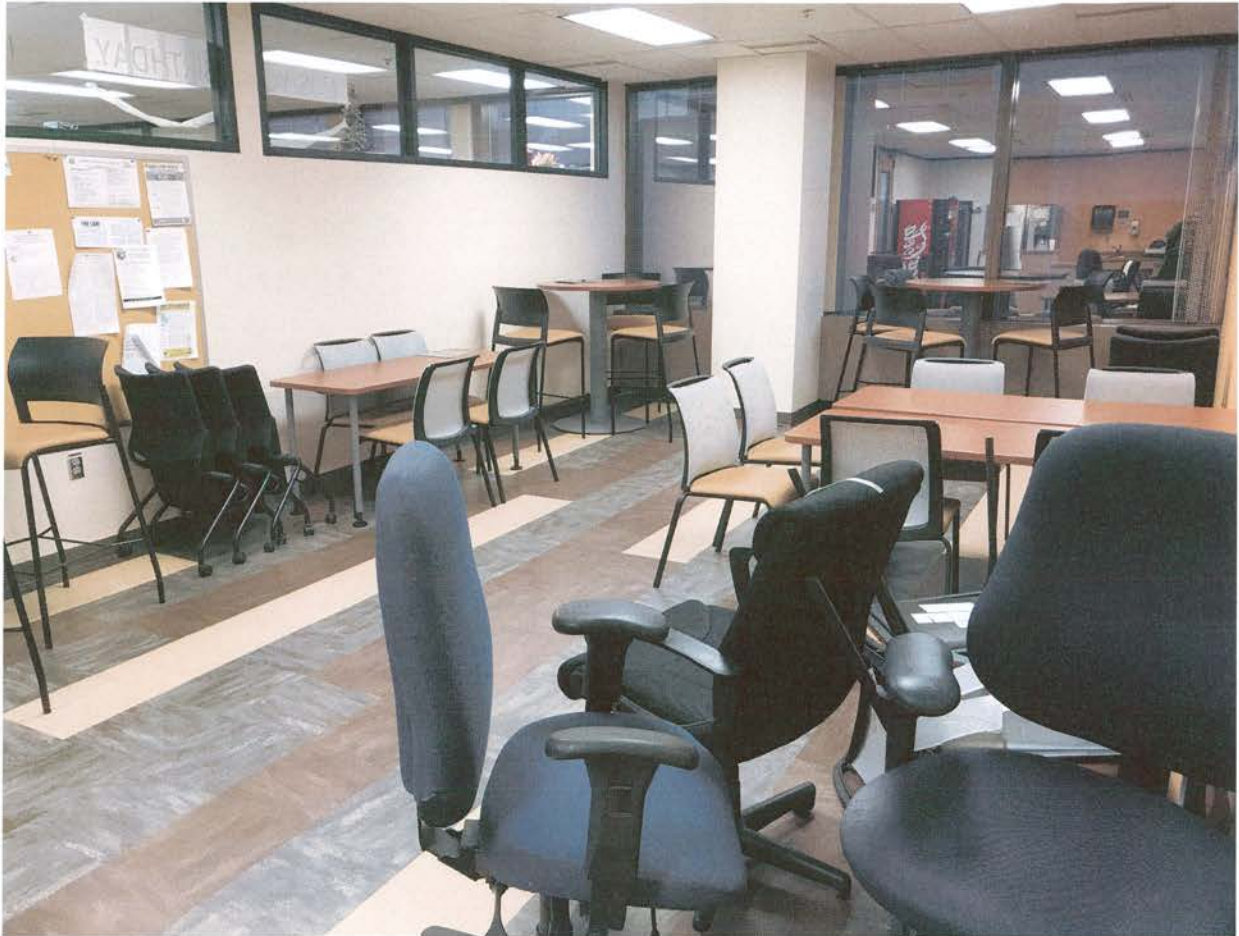
Attachment A
Alaska Critical Workforce Infrastructure

- h. Businesses that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- i. Newspapers, television, radio, and other media services;
- j. Gas stations and auto-supply, auto-repair, bicycle-repair, and related facilities;
- k. Hardware stores;
- l. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
- m. Businesses providing mailing and shipping services, including post office boxes;
- n. Educational institutions facilitating distance learning;
- o. Laundromats, dry cleaners, and laundry service providers;
- p. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out under the restrictions set forth in COVID-19 Health Mandate 003, issued March 17, 2020;
- q. Businesses that supply products needed for people to work from home;
- r. Businesses that supply other essential businesses with the support or supplies necessary to operate;
- s. Businesses that transport goods to grocery stores, supermarkets, convenience stores, engaged in the retail sale of food, household consumer products, delivery of fuel, or other services directly to residences or other critical industries outlined in this health mandate.
- t. Airlines, railroads, taxis, and other private transportation providers providing transportation services;
- u. Home-based care for seniors, adults, or children;
- v. Residential facilities and shelters for seniors, adults, and children;
- w. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally-mandated activities;
- x. Childcare facilities, subject to new recommendations for increased hygiene and social distancing. Childcare facilities should be used only by those who need childcare to work at a critical job.



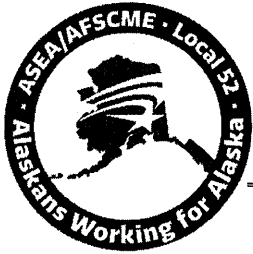












ALASKA STATE EMPLOYEES ASSOCIATION

American Federation of State, County & Municipal Employees Local 52

Governor Michael J. Dunleavy
Office of the Governor
P.O. Box 110001
Juneau, AK 99811-0001

March 23, 2020

Dear Governor Dunleavy:

In less than five days, more than 400 people signed a petition sharing their concerns for the health and safety of all Alaskans as COVID-19 infections multiply. The failure to close state offices and significantly reduce the number of employees who work together in shared spaces and interact with the public poses unnecessary risks for families and the very health care system on which we rely. As you know, this inaction can lead to rapid transmission of the coronavirus which can quickly overwhelm state institutions and local and regional healthcare facilities. Inaction at this time puts the life and safety of all Alaskans in jeopardy. Your immediate attention to this critical issue is requested by the signatories of the following petition:

The signers of this petition request that you take immediate action on behalf of the health and safety of all Alaskans by issuing a health mandate directing all state employees that are able, to work from home until the end of March or until a date that is deemed suitable for lowering the rate of transmission of coronavirus in Alaska. There have already been numerous cases reported across the state, including the University of Alaska Fairbanks, and Ketchikan City Borough. It's only a matter of time before we learn that a state employee has tested positive for the disease - potentially transmitting it to their co-workers and the public. Delaying action places the public at greater risk and could overpower our medical infrastructure in the state.

This petition asks that employees that are unable to work from home and unable to work in the office, be placed on paid administrative leave, similar to procedures that are in effect for any workplace deemed unsafe due to an emergency like an earthquake or in this case, a pandemic.

Finally, the signers of this petition understand that it is important that some government services continue. For those employees that must continue to work in a COVID19 environment, we ask that you ensure they receive the appropriate personal protection equipment (PPE) and pre-screening training to keep themselves, and the Alaskans they serve, safe.

Thank you for taking swift action on this issue of critical importance.

Signed,

Over 300 Alaskans, with 400 total signatures from families, friends, and loved ones of SOA Employees (names not provided to protect the signers against retaliation):

Exhibit P
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<i>Area</i>	<i>Additional Comments from petition signers:</i>
99507	
99611	
99669	
99501	
99501	<i>I want to work and not risk my safety and the safety of Alaskans around me at the same time. We have figured out how to work from home. Let us work from home without using our personal leave or leave with our pay.</i>
99611	<i>Either send us all home or let us work. Don't alter our workdays or hours.</i>
99801	<i>For the sake of my health, my coworker's health, my children's health, every Alaskan's health; Send. Us. Home.</i>
99803	
99645	<i>If you wait until state employees are already infected to act, it is far, far too late. Inaction spreads the virus!</i>
99502	
99801	
99645	
99501	<i>I am employed under the DOA myself</i>
99801	
99712	
99801	<i>Send them home. State workers need to be protected too.</i>
99623	<i>We work closely with the public and all walks of life. You are endangering your Alaskan public servants!!!</i>
99504	<i>All public employees, state and local governments included should take these precautions</i>
99515	<i>Do it now!</i>
99507	<i>Thank you so much Sam Rhodes & Jake Metcalfe for taking our concerns seriously. You have no idea how much this means to all of us.</i>
99654	<i>Keep SOA employees safe!</i>
99503	
99577	
99835	
99502	<i>Please protect Alaskans.</i>
99623	
99507	
99502	
99654	
99801	

- 99708 *We cannot continue to help the public if we ourselves become ill. If one person in a mission-critical office (like the Division of Public Assistance) gets this virus, the entire office will have to close. Our state cannot afford to risk the health of the community, or the closure of safety net programs because of willful inaction. For some, telecommuting is an option. For others, it isn't -- but in those cases, we're begging you to close us to public and provide adequate protection so we can keep doing our jobs for the citizens of this great state.*
- 99687 *I am a State of Alaska DPA employee. I am immune compromised. I am a single mother. I want to help my fellow citizens, but I cannot do this while compromising my health and the safety and welfare of my family. Telecommuting is possible if they would just approve it.*
- 99801
- 99556 *Public employees need to be protected. Send them home to their families, pronto!*
- 99577
- 99801 *Someone from the Juneau office of the Department of Labor was sent home because of suspected covid19 symptoms. This is going to get very, very bad.*
- 99501 *Those that can should telework. Those that can't should be placed on paid administrative leave. Class 1 employees that are essential to public safety and health should know they will be paid for all hours worked. Finally, all working employees should have PPE and the training on how to use it!*
- 99801
- 99705
- 99507
- 99801
- 99568 *Being forced to be with the general public and expose the smallest children to this virus as well as the parents and Foster families by keeping OCS open and continuing family visits. Telecommuting would work for us as well. Workers can respond timely due to technologies. We have families too.*
- 99709
- 99507
- 99654
- 99801
- 99507
- 99623
- 99610 *And close all unnecessary businesses or require staff limits of under 10 i.e., car dealerships*
- 99835
- 99517 *Regardless of adequate spacing while static in their workstations, they all access the same areas, bathrooms, equipment and more throughout the day - where you still allow public access. That is not protection of any sort!*
- 99504
- 99687
- 99801
- 99645



99801 *Of course you need to send workers home to work distance. Now.*
99929 *For the health and safety of all Alaskans let your administrative personnel work from home.*
99503
99504 *Send us home to protect ourselves and family*
99503
99501
99645 *Follow your recommendations, lead by example, you are only as good as the staff that serve you. These are the public servants of Alaska!!!!*
99835
99517 *This is ridiculous. There are people coming into the DMV with no regard or care to what is happening. I know there is already an employee being tested! She was at work for a week during this time. PLEASE CLOSE THESE OFFICES*
99654
99503 *These workers aren't safe, forced to deal with the public where so many others have closed down entirely. Reckless, and careless. Send public state employees' home to wait this out.*
99507 *State workers should not be forced to go to work with the public during this pandemic that has begun to affect Alaska and already heavily affects the entire world.*
99687-
1445 *You can see my video post on Facebook if you like. We want to serve the public governor Dunleavy but we are scared and deserve protection and accommodation. You heard us and said we can work from home yet some of us need laptops to do so.*
99701
99504 *Give state workers the same care you give the rest of Alaska!*
99712 *Send them all home please.*
99516 *Send them home, or you will undermine every positive thing you have done in stopping the spread of COV19.*
99701
99645
99502 *Scared employees are distracted employees; distracted employees are ineffective employees. There no reason to send ineffective, scared people into the office unless absolutely necessary.*
99664
99701 *The Division of Public Assistance is absolutely critical right now especially given the economic crisis so many Alaskans are about to be faced with as everything shuts down and income is lost. I cannot even begin to fathom the influx of applications we are going to receive for benefits as well as Medicaid for people who get sick who have never needed medical care before. How is it the Governor and the DHSS Commissioner do not understand that by keeping the lobby open to the public just because one or two people may not have a phone that they are putting us in danger and as soon as ONE of us gets sick, JUST ONE, our entire department will be shut down and they are going to lose the productivity of 30 employees. Their reasoning is completely illogical and counterintuitive!!!*
99654
99577

Exhibit P
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99504
99707
99709
99709 *Please protect all Alaskans by sending nonessential State workers home.*
99676
99517
99824
99504
99503
99712 *We need to flatten the curve for the health and safety of all Alaskans. Do the right thing.*
99801 *Do the right thing!!!*
99709 *Please protect all Alaskans.*
The schools, gathering locations and public buildings have closed.
Please allow all public employees to telecommute

99705
99707
99709
99603 *Please protect the state workforce before its too late!*
99518
99501 *It's not fair for state employees to endanger their lives!*
99508 *Now!*
99577
99654 *My work is such that I could do it remotely from home. I was told that VPNs and work processes are in place. However, upper management will not approve telecommuting and are not providing staff with an explanation as to why.*
99801 *Cubicles are not safe!! We still have to pass each other in the halls and share bathrooms. We have not seen any disinfecting being done in any public/common areas and most of our janitorial staff isn't even working! What happens when we all get sick and you have no employees!?! Do the right thing!!*

99645
99801
99515
99515
99801 *Do we need a death in Alaska before we shut down Alaska? Why aren't we being proactive and stopping it before it gets here like Washington? Shut down for 2-3 weeks. Everyone stay home and quarantine, we can stop this thing from coming into Alaska.*

99709
99502
99517
99801
99518 *Protect state workers...allow telework for all*
99517
99611 *If you really care about Alaskans then sign the bill protecting state workers.*

99516 *Telework is 100 percent doable for most employees, immediately. Others should be in administrative leave. A state employee is not essential if their presence results in the additional spread of Coronavirus and that person's job does not directly involve safety. A business license renewal is not worth someone's life. These are the kinds of positions he is keeping face to face with the masses. I don't want anyone to die over a license renewal that you can complete online or in 6 months. The Governors inaction is putting smart supervisors in a position of deciding who gets a fighting chance by allowing telework and who doesn't. It's Egregious and this inaction is forever damaging the work culture and trust of these dedicated people. Many public employees who have been steadfast and complimented for their dedication during natural disaster will now have to make a choice whether to become insubordinate to keep themselves and their employees alive. The Governor has failed his staff. Dynamic, dedicated logical people will be lost through coronavirus and complacency if State employees aren't allowed to isolate with the rest of Alaskans. State employees with kids risk bringing coronavirus home. This is illogical when the same Kids were sent home to protect them. State employees are out of options for childcare with school closed. Does the governor expect us to leave small children alone?
These are extraordinary circumstances calling for unique and compassionate policy making. Send State employees home immediately. Follow the science, the CDC, learn lessons from places like Italy and China. Save Alaskans now by letting them continue to work from home rather than die.*

99503

99516

99515 *I had a telework agreement, which isn't actually needed under the policy for a health pandemic, until 3/31. I can do 100% of my job teleworking and I have the support of my supervisor. However, my Director will not renew my agreement and wants me to work 2 days a week in the office, which I cannot do because I currently have 4 children in my home not in school. I don't want to sign an agreement that I cannot commit to. This is unacceptable. My counterparts and supervisor at work were denied their telework agreements. When the governor speaks he supports those who can telework to telework and speak with their supervisors but we are being denied. I don't want to bring home a sickness to my family by needlessly going into a large office building with numerous shared spaces.*

99504

99821

99801

99801 *I'm high risk, due to asthma and my husband as well. He's 64 with diabetes and heart issues. I need to be home, but I need my salary as well.*

99507 *Send them home!*

99515

99708

99508 *Please keep public employees and the public safe!*

99503

99515

99645

Exhibit P
Page 6 of 15

99502
99712
99517 *Keep them safe sir*
99504
99504
99507
99516 *Also TA's in the school DST whom they are making come in if they haven't left the state.
I still don't feel safe. Just doing busy work.*
99501
99504
99515
99577
99507
99676
99603
99502 *Dept of public assistance workers CAN and SHOULD work from home!*
99801
99502 *We need to have as many people as possible working home and not interacting with
other people. Alaska is uniquely positioned geographically which means we can make a
difference if we act NOW. Otherwise we will overburden our medical systems. Thank you,
Sarah Murphy, MD*
99686
99577 *The State has an opportunity to help flatten the curve by keeping non essential staff
home. Please do the right thing and send them home.*
99709 *Please close state offices and send employees home!*
99762
99517
99559
99557
99502
99503 *People need to continue to work and not end up relying on public assistance. Allow your
workforce to continue contributing to the state government and our state.*
99652
99709
99557 *Please allow my family to work from home as they are at risk also*
99645 *Allow state employees to work remotely.*
99518 *Send them home or risk spreading COVID-19 even further.*
99518
99645
99574 *In the interest of public safety and for the safety of our workers, send them home !*
99701
99574
99687 *Please allow employees to work from home, the safety of the families depend on it.*

Exhibit P

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99652
99501
99502
99610
99610
99577
99574
99508 *All non-essential personnel need to be home, just like the public sector. Remote work is our new future.*
99686
99709 *Please let all nonessential state employees to work from home. Anyone who reports to a desk, should be doing their job from home during this crisis.*
99557
99623
99824 *Please do the right thing and send SOA employees home WITH PAY so THAT we MAY continue to live happy lives WITH OUR FAMILIES in this beautiful place.*
99518 *Of all entities, you should be the example! When health department Employees, who could easily work optimally from home, have no directive, or guidance, I worry for those critical state employees we needed to get us through this well!*
99505
99801
99502
99503 *Follow CDC guidance, these conditions are NOT safe and maintaining them is endangering both your employees and the public they serve.*
99712
99645 *State employees are essential to continuing the states responsibilities during this difficult time. With children at home as well, this will help continue education and productivity in a controlled environment. Reducing the worry for a need for childcare for many as well.*
99645
99574 *Shut it down. The state needs a statewide shelter in place announcement and travel ban mandates. The least you can do is keep state workers home.*
99518
99603
99517 *My child and I have to stay home but her mother has to go to work. How is that safe*
99517 *This virus is no joke. We need swift, effective action to protect all of our constituents!*
99557
99801
99515
99557
99712
99504
99603
99517 *There are still so many people out and about. We need to do more.*



99507

99801 *It is inconceivable that State employees are still having to go to their offices, when the rest of us are urged to shelter in place. The delays and inconsistencies between departments and even divisions in getting telework approvals is criminal.*

99557

99557

99501

99518

99503 *Help keep us all safe. Send our public workers home!
Thank you!*

99503

99508

99835 *Any employee who can perform their work from an alternative worksite should be at that alternative worksite, not the office. This is especially true of clerical workers whose desks are in close proximity. When lives are at stake, VPN access is a small matter.*

99801 *Shutdown ALL of Alaska NOW! Send the state workers home!!!!*

99801 *ER nurse and unwilling soldier in this battle. You have the power to fight this now. Please do everything you can to not have our state emulate Italy. Time is running out.*

99824

99801

99801 *Totally unacceptable for nonessential state workers to still be going to the office for work each day, especially with STATE MANDATED open floor plans that don't allow for workers to follow CDC guidelines on social distancing. Anyone who can work from home, should be allowed and encouraged to. Our hospitals are not equipped to assist the number of patients projected if no measures to slow the virus are taken, and thousands will die.
Help protect Alaska!*

99517

99645

99623

99603

99515

99801

99603

99507 *As a public health professional for 40 years, I think I have some background in this. Please close public buildings. Please allow state employees who can, to work from home. You can do this! It is the 21st century*

99693

99508

99577 *All employees that can work from home should. I know I did work home when there were system problems and have when I was sick.*

99502

99502

99709

99502

Exhibit P
Page 9 of 15



99801
99801 *Let people go home and work and care for children who are out of school!*
99508 *Send them home and pay them.*
99516
99503
99709
99517
99504
99654
99664
99801 *Let those public employees who can, and want to, work remotely from home do so. That will make it safer for those who can't work remotely and for the entire state. Flatten the curve.*

99517
99516 *Stop playing a game with your people's lives. They are the resource you need to protect most.*

99801
99507 *We all know it is possible to work from homes for quite some time. Even with periodic office meets.*

99803
99803
99801
99574
99507 *Lock down the state, send State workers that are not providing necessary services home, they can work from home.*

99801
99502
99502 *And mandate a ban on travel to Alaska!*
99712 *We need to be able to work in a safe environment, since this pandemic I do not feel safe at work.*

99835
99712 *We need to be able to work in a safe environment, since this pandemic I do not feel safe at work.*

99709
99801
99801
99801
99577 *We are getting set up to work from home and are now told no more than 50% of employees may do so. In offices that are closed to the public anyway, why force us to stay on site.
We have not even had hand sanitizer provided!*

99501



- 99801 *Protect your workers. Protect us all.
Thank you.*
- 99835
- 99674
- 99801
- 99707
- 99801
- 99515 *If you count back from receiving a positive test result, you get 1-5 days for results, 2-3 days when the person is ill but hasn't gone to the doctor yet, and incubation is ~6 days. So by the time you got a positive result from community spread of the SARS-CoV-19 you're actually possibly two weeks behind. If you actually want to stop it, you have to be proactive and not wait for an SOA office to become the origin of a community outbreak.*
- 99603 *I am a public state employee. And there is no reason for my office doors to be open. For every individual that has walked into our office what they wanted done could have been completed by phone or through the Internet. I am putting other coworkers in harm as well as the other public by staying open when I am not needed to.*
- 99515 *Break the chain of transmission, have non essential employees telecommute/work from home. Show Alaskans you care by helping our state employees help flatten the curve!
- Former SOA employee and current medical student*
- 99835 *Please err on the side of caution. This is life and death for many of us.*
- Thank you.*
- 99709
- 99515
- 99801 *Alaska doesn't have the hospital capacity to handle this on a major scale.... PLEASE let's send them home and flatten that curve!!! It's what's best in the long term.*
- 99574
- 99559
- 99801
- 99801 *This situation is a matter of life and death. Human life is more important than economics at this point. Hopefully if we work to contain it now, when we emerge from this, we will be stronger and ready to rebuild in healthy, creative ways.*
- 99515 *It's irresponsible on many levels to be sending state employees not directly involved in emergency health response to work. Please send them home for the sake of their families and our community.*
- 99502
- 99507
- 99801
- 99801
- 99709 *Do it for their children.*
- 99801
- 99504
- 99507



99508
99508
99801
99654
99623
99644
99517
99709

99559 *It's so important! Please it's only temporary, but needs to happen for a few months.*

99517 *All state employees in the Atwood need to be reporting remotely. The elevators don't have the recommended 6ft. Width recommended by the CDC. There has been potential exposure on the 6th floor of Atwood, which means most of the building has been exposed. Please help protect the employees the public relies on. Do what's right, no matter the financial burden. This is a moment in history unlike any we have experienced in the modern age. Take the right steps and allow us to work from home! Thanks.*

99709 *If they're non-essential, there's no reason for them to be working.*

99508 *They work hard for all Alaskans. They deserve to be protected. Join the 21st century and let them work at home.*

99701

99508

99577

99507

99603 *Why is the Governor forcing State employees into the workplace who could be working from home? And thereby unnecessarily endangering yet more Alaskans. What is the logic?*

99514

99603

99654

99516

99508 *Protect all employees. Send them home.*

99517

99701

99515

99801

99833

99801

99508

99672 *Please send the workers home*

99901-

9326

99801 *Keeping non-essential state workers at work puts all of us at risk! Office buildings, cubicles, breathing in the same air, touching surfaces in the lobby and bathrooms spread the virus - not good for workers who are vulnerable, and then there will be more spread*

Exhibit P

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to the community. Someone with real health care experience and concern for all Alaskans would know this. And it conflicts with city's instructions for citizens to hunker down. Ridiculous! Send them home!!!!

99821

99827

99821

99801 *Let state workers work from home!!!*

99835

99709 *Keep people healthy. Let them work from home!*

99835 *Keep our people safe... send them home!*

99901

99504

99504

99835 *Keep our people safe... send them home!*

99521

99501 *When you send some employees home w/ PC's and work, it promotes a negative connotation.*

Send all employees home.

99577

99577 *This is ridiculous to keep public employees cooped up in close quarters. I'm sure most can do their work from home. If not, cut them some slack! These are dangerous times!*

99901

99603 *This is oh so serious. Thank you for all you've done, but please don't delay to take this vital step to help save lives! People have GOT to stay home. It's all we can do.*

99801 *I've been suffering for the last month with a virus. Not corona as far as I know. But I am weakened and my husband going and coming home from work puts me at risk.*

99567 *Send my daughter home!*

99517

99517

99503 *Why is the DMV open...we don't save lives, provide food, supply gas ect...this is SELFISH on the Stares part*

99567

99574 *The ONLY way to minimize the impact of this virus is to include everyone in the STAY HOME directive! Federal and State workers need to be temporarily released from their responsibilities so they can be safe.*

99504

99507 *State workers need to stay home. Everyone possible needs to stay home.*

99801

99623

99516

99577

99603 *Come on buddy. You need to save us here. Step up. Now is the time.*

99503 *Come on people! Common sense!*

Exhibit P
Page 13 of 15



99503
99577
99801
99824 *Let's be safe for all Alaskans.
Thank you for your leadership on this matter.*
99503 *These are your citizens, you should put their health first.*
99577
99801
99824
99577
99824
99504
99664 *Model the behavior we need to survive.*
99508
99687
99801 *Everyone is made safer by more people remaining in their homes. Let people be a
meaningful part of the efforts to increase public safety by minimizing to the smallest level
possible number of people required to actively be in offices.*
80528
89646 *Protect our state employees also they can protect the rest of us! Nonessential employees
should immediately stop going into the office on a daily basis.*
32118 *Please let state employees work from home as much as possible. We need to keep each
other safe and healthy!*
61068
20855
4679
4858 *Recall Dunleavy!!
Maine*
55369 *You're putting families at risk for work that can be done in the safety of their own homes.
How many people have to get sick or die before you make the call?!?!? DO IT!!!*
55407
39401
7740
97322
97322
97322
97213
99208 *Send workers home to be safe with their families!*
98404 *This directly effects my family! Keep employees safe! Send them home!*
98404 *Sent them home! Create safe environments! This effects my loved ones!*
99205
98816 *Please!*
98405



54901

54935

54902

82801 *Keep all our people safe!*

99891

98518 *The Atwood building has no way to allow for fresh air to circulate, the same stagnant air circulates through the building. People who are in the "standardized" cubicles such as myself have no walls for protection from one person to the next.*

I work on a floor with over 70 people that are all in an open floor concept. We all enter and exit through the same two doors and all share cafe quarters. If one person has COVID-19 it would spread like wildfire throughout the office. There are several employees who are at high risk and have high risk family members but do not have the option to go home unless they use personal leave per management or go into leave without pay.

The office has the ability to telework and yet we are still asked to show up Monday.

99892

99826

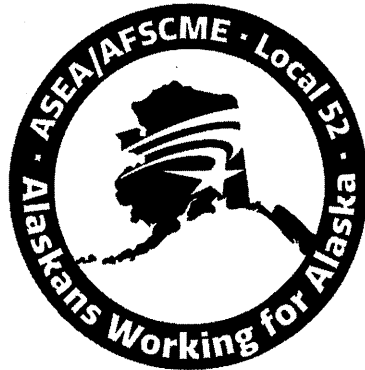
99826



COLLECTIVE BARGAINING AGREEMENT

between the

**ALASKA STATE EMPLOYEES ASSOCIATION,
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES
LOCAL 52, AFL-CIO**



and the

STATE OF ALASKA



covering the

GENERAL GOVERNMENT BARGAINING UNIT

July 1, 2019 through June 30, 2022

- H. Split Shifts. The Employer agrees that bargaining unit members will not be scheduled to work split shifts except in those instances where there is no reasonable alternative.

ARTICLE 28 - Equipment and Clothing

- A. The Employer shall not require bargaining unit members to furnish their own tools or work implements in order to perform state work.
- B. The Employer shall provide uniforms to all bargaining unit members required to wear such prescribed apparel. A uniform is defined as a set of wearing apparel required by the Employer to be of a specific color and style.

ARTICLE 29 - Safety and Health

29.01 Safety Equipment.

It shall not be a violation of this Agreement nor grounds for discipline or dismissal if a bargaining unit member refuses to work on an unsafe job, provided the job is found to be unsafe by the Alaska Department of Labor. Any safety equipment required by the Division of Labor Standards and Safety regulations to make a job safe shall be supplied by the Employer. The Employer shall abide by the Division of Labor Standards and Safety regulations. Disciplinary action shall not be taken under this Section until the Department of Labor has made a finding on safety. If the Department of Labor finds the job to be safe and subsequent disciplinary action is taken, the bargaining unit member shall have recourse to the applicable complaint or grievance-arbitration procedure.

29.02 Monitored Health Program.

- A. The Employer agrees to inform bargaining unit members of identified hazards with which they may come in contact in accordance with the applicable regulations of the Alaska Department of Labor.
- B. The parties recognize that certain bargaining unit members may, in the regular performance of their duties, come in contact with pathogenic, carcinogenic and toxic substances or with infectious blood or body fluid borne diseases. When a qualifying bargaining unit member provides proof of having undergone an annual physical and including a copy of the insurance explanation of benefits (EOB), the Employer will reimburse that bargaining unit member one hundred and five dollars (\$105.00). Claim for reimbursement will be made in any twelve (12) month period. No more than one (1) such reimbursement will be made in any twelve (12) month period.

29.03 Injury in the Line of Duty

An injury leave account shall be maintained by the Employer which is designated specifically to finance the member's contribution necessary to maintain their base salary under the Worker's Compensation Act and benefits. In a case where an employee is injured as a direct physical assault in the course of performance of the employee's duties which causes him/her to be unable to perform his/her duties, and which qualifies for Worker's Compensation, the following plan will apply.

- A. Injury Leave Account