COVID-19 Staff Questions

The following information is provided to answer common questions related to the agency's response to COVID-19. Potential office reductions, office closures, visiting cancellations, etc., will be communicated on the ODOC web page, thru email communication, ODOC Facebook and Twitter pages, as well as the agency’s information phone line – 405-425-2556. As the agency, state and nation’s response to the COVID-19 pandemic is fluid, responses to questions may evolve over time.

Follow the OSDH and CDC websites and social media for the latest information on COVID-19 and other health-related matters.

1) Will payroll still be timely processed and direct deposited?
   Yes.

2) If the office is closed or I am forced to be quarantined, what type of leave will apply?
   An office closure due to unsafe working conditions will be designated as Administrative Leave by the director. The use of Administrative Leave is set out in Merit Rules 260:25-15-70 and 260:25-15-71 and OP-110355 VIII.A.
   Procedures for Time/Leave

3) Will I have to provide a note from my doctor confirming I was diagnosed with a particular illness if I call in sick?
   Call in procedures and sick leave will be in accordance with OP-110355.
   Procedures for Time/Leave

4) If a staff member, inmate or business associate is diagnosed with COVID-19, will we be notified we have been exposed?
   Due to the anticipated wide risk of exposure from multiple sources and in accordance with HIPAA regulations, notification of potential exposure from any one source may be difficult. However, ODOC will notify staff if a case is confirmed at an ODOC location. Potential office reductions and closures will be communicated on the ODOC web page, ODOC Facebook and Twitter pages, as well as the ODOC information hotline – 405-425-2556.

5) Can I work from home or remote location to prevent exposure?
   The agency is developing processes for telework. Telework may not be an option for all staff.

6) Can we be provided disinfectant wipes for our office/work area?
   Hand sanitizer and disinfectant wipes are being deployed across the state.

7) Can we be provided masks?
   Masks are in short supply nation-wide and are used primarily for patients with confirmed or possible COVID-19 infection and healthcare personnel. The CDC does NOT currently recommend the general public use facemasks. Instead, the CDC recommends following everyday preventive actions, such as practicing social distancing (6 feet), washing your hands, covering your cough, and staying home when you are sick.
8) If exposed, am I expected to report and self-quarantine? Would documentation be required?
Recommendations from the CDC and Oklahoma State Department of Health are to notify your primary care provider if you believe you have been exposed as soon as possible. Staff should follow normal policy and procedure for requesting sick leave in accordance with OP 110355, and notify their supervisor of a potential exposure. Out of an abundance of precaution, supervisors should report information pertaining to staff exposures to their facility head and HR for further discussion.

9) How will this affect essential personnel?
Those staff identified as essential are to be available and are required to report to work as scheduled unless exposed to or experiencing COVID-19 symptoms.

10) Will they be required to work in the event of quarantine?
If a facility or work location is quarantined, essential staff will be required to report to their duty station. Staff who are not ill will be required to report to work. See question 8 for information about self-quarantine.

11) Will insurance cover treatment if diagnosed with COVID-19?
Yes

12) Will insurance cover COVID-19 testing?
Yes