



State Police Commission

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John Bel Edwards
Governor

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General Circular No. 204

Date: March 17, 2020

Subject: Workforce Guidance Regarding COVID-19

This general circular provides workforce guidance to the state police service regarding COVID-19, commonly referred to as the coronavirus.

It is imperative that all state police service employees continue to monitor correspondence and directives from the [Governor's COVID-19 Task Force](#). The State Police Commission is monitoring the emerging issues related to the virus and correspondence coming from all resources as all state agencies prepare for scenarios relating to the potential spread of the virus. This general circular serves as guidance on available workforce options as it relates to classified state police service employees.

In an effort to keep workplaces healthy, employees should be encouraged to remain home when they are sick. This should be an on-going practice in the workplace and not just during formally declared outbreaks and pandemics. In terms of COVID-19, to prevent stigma and discrimination in the workplace, use only guidance described by the Center for Disease Control and Prevention (CDC) and Office of Public Health (OPH) when making workplace determinations. Employers should not make determinations of risk based on race or country of origin, and always maintain as confidential the identity of the people who are confirmed or suspected of having COVID-19.

Based upon proclamations [25-JBE-2020](#), [27-JBE-2020](#), and [30-JBE-2020](#) issued by Governor John Bel Edwards, state employees should use the following guidelines regarding leave procedures related to the COVID-19 event:

- 1) State offices remain open.

- 2) The Appointing Authority is authorized to designate employees capable of performing their customary duties to work from home.
- 3) In addressing employee leave related to the COVID-19 event, as authorized by State Police Commission rules, the following guidelines apply:
 - Employees who are ill are required to take off work, using normal sick leave procedures. The Appointing Authority may authorize the use of compensatory/annual leave upon exhaustion of sick leave.
 - Employees who have been presumptively or positively diagnosed with the coronavirus are required to take off work, using normal sick leave procedures. The Appointing authority may authorize the use of compensatory/annual leave upon exhaustion of sick leave.
 - The Appointing Authority may deem it in the best interest of the agency to have an employee who cannot perform duties at home away from the workplace when that employee is displaying symptoms of the coronavirus or was potentially exposed to COVID-19 even though the employee has not be presumptively or positively diagnosed with the coronavirus. In such cases, the employee may voluntarily use sick leave or the Appointing Authority may place them on enforced sick leave. Upon exhaustion of all such leave, the Appointing Authority may authorize such an employee to use special leave under Rule 11.23(d).
 - Employees needing to stay home due to school or daycare closures should use normal annual leave procedures. The Appointing Authority may authorize the use of sick leave upon exhaustion of compensatory/annual leave. Additionally, upon exhaustion of all such leave, the Appointing Authority may authorize such an employee to use special leave under Rule 11.23(d).
 - Employees needing to stay home to care for a spouse or dependent child residing in the employee's household who has been presumptively or positively diagnosed with the coronavirus should use normal annual leave procedures. The Appointing Authority may authorize the use of sick leave upon exhaustion of compensatory/annual

leave. Additionally, upon exhaustion of all such leave, the Appointing Authority may authorize such an employee to use special leave under Rule 11.23(d).

The above provisions apply to all full-time classified employees in the state police service and extend through April 12, 2020, unless an extension is authorized by the State Police Commission.

Detailed questions are arising daily as all state agencies update their continuity of operations plans. The State Police Commission will monitor these questions and responses and provide further guidance as needed. For updates on the state's response to the coronavirus situation, visit the [Louisiana Department of Health website](#).

Please note that this guidance sets forth best practices and does not alter any authority otherwise available to the Appointing Authority.

Sincerely,

s/Jason Hannaman, PHR, SHRM-CP
Executive Director