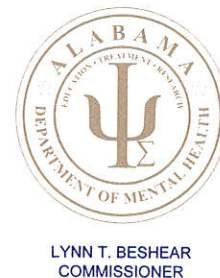




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November 9, 2020



MEMORANDUM

To: ADMH Central Office and Regional Offices Staff

From: Lynn T. Beshear, Commissioner 

RE: Telework During Quarantine Due To COVID-19 Exposure

On September 28, 2020, I issued guidelines for returning to the office that stipulated all telework would end on October 16, 2020. This memorandum is to notify you of a **limited** exception to that directive as it relates to quarantine of DMH employees for exposure to COVID-19 in a non-work situation and who, due to the nature of their duties, have in the past and could currently and temporarily with permission successfully perform their duties by telework.

Therefore, employees whose duties were previously successfully performed through telework will be allowed to telework during quarantine (10 working days), rather than submitting leave with the following limitations:

- a. **Employees who were previously limited to the number of hours they could telework due to their work duties will be allowed to telework for the appropriate hours and submit leave for the remaining hours.**
 - i. **Annual leave will be used for exposure and sick leave can be used for a positive test result or for experiencing symptoms.**
- b. **Employees who are experiencing symptoms should submit sick leave if unable to work.**
- c. **Employees who report multiple exposures may be deemed as not taking necessary precautions and may have to take annual leave after the first quarantine.**
 - i. **An exception to this will be if either exposure occurred at work or during an approved work-related function, which would indicate the exposure was beyond the employee's scope and control.**

I want to take this opportunity to remind all supervisors of their responsibility to understand and follow the Return to Work Protocols available on the ADMH website. The submission of the Central Office Supervisor Reporting Sheet to Dr. Ileeia A. Cobb, Employee COVID Coordinator, is mandatory as are all the protocols listed. Part of Dr. Cobb's responsibility will be to monitor these reports to ensure that all safety precautions are followed and to ensure that telework is applied consistently and according to my directions listed above. Supervisors who fail to provide these reporting sheets or follow necessary protocol will be subject to disciplinary action.

Thank you for your leadership in this matter to protect the health of staff and ensure the critical work of the ADMH continues.