



State of Alaska

Division of Personnel and Labor Relations

Return to the Worksite Policy and Guidelines

I. Policy

The State of Alaska is committed to protecting its employees while maintaining healthy business operations. With vaccinations for COVID-19 readily available, it is time for employees to return to the worksite while continuing to take advantage of technology and telework capabilities. The following sets forth a new hybrid telework model, as well as some safety protocols. This policy applies to all office settings, 24-hour institutions and field camps. This policy supersedes all previously issued guidance and is effective immediately unless expressly noted otherwise in the policy.

II. Guidelines

A. Telework

The State of Alaska is transitioning to a “hybrid model” of telework. This allows teleworking eligible Employees to return to the worksite a percentage of time and work from home a percentage of time (the percentage will be determined in accordance with department leadership approval and DOA Telework Policy).

Employees are no longer expected to need telework 100% of their working time. Each division and section will work with department leadership on determining the hybrid model percentages that meet their business needs. Employees must submit a new [Telework Agreement form](#) to reflect the hybrid model. Approval must be received from their supervisor.

Departments and divisions will work with teleworking supervisors and employees to identify their long-term plans regarding remote work beyond the COVID-19 pandemic. For those employees whose positions are eligible to telework and are currently teleworking, plans should be submitted to department leadership and HRBPs no later than June 1, 2021. Plans will be implemented no later than 30 days after they are approved, finalized, and employees are notified of the final telework agreement.

Please see the [Telework Policy](#) for specific information. Please note that Directors may require Employees or sections of Employees to return to the worksite in order to effectively manage its mission. The updated Telework Policy is effective May 6, 2021.

B. Face Coverings:

1. Except for designated high- risk environments, the State of Alaska **does not require** masks for employees or public contractors while in state facilities or office buildings.
 - a. High-risk environments include:
 - Working or visiting in direct patient care settings such as Alaska Psychiatric Institute and Public Health Nursing
 - Working or visiting congregate settings such as the facilities at Division of Juvenile Justice, Department of Corrections, and the Alaska Pioneer Homes
2. In non-high-risk environments such as enclosed offices or workspaces, fully vaccinated individuals can gather and work without wearing masks or social distancing.

C. Continuing Business Operations

1. A key component of maintaining healthy business operations is ensuring public facing operations are open to the public with reasonable access.

2. Each department and agency are responsible to have a COVID-19 mitigation plan that is up to date with current guidance from the Office of the Governor and Department of Health and Social Services. These plans must be submitted to and approved by the Director of the Division of Personnel and Labor Relations. As the ongoing response to the COVID-19 pandemic continues, agencies should work with DOPLR to modify and update their plan in accordance with new guidance issued.

D. Vaccinations

1. State of Alaska employees **will not be required to become vaccinated** as a term or condition of employment; nor will contractors be required to become vaccinated as a condition of doing business with the State of Alaska.

E. Current Policies and Guidance

1. The following memos, guidance and policies are rescinded immediately:
 - Governor memo on face coverings July 2020
 - Return to the Worksite issues July 29, 2020
 - Operational and Workplace Guidance issued February 1, 2021
 - Facilities Closure Policy issued April 6, 2020
 - COVID Notification Plan issued November 12, 2020
2. The following policy is rescinded June 11, 2021
 - COVID Leave Policy updated 2/16/2021