

COVID-19 FAQs (Thruway)

Q1: I've been deemed non-essential - What day am I supposed to return to my work location?

A1: Beginning of business March 31, 2020.

Q2: If I'm an essential employee but my children don't have school, can I stay home with them?

A2: If you have been deemed essential, you must charge accruals or work with your supervisor on a viable alternative, such as a temporary alternate work schedule, if possible.

Q3: If I'm non-essential, do I have to charge accruals?

A3: No, but you still need to check in with your supervisor daily within one hour of your start time and remain available to report to work upon request.

Q4: If I'm non-essential but unable to report upon request, do I have to charge accruals?

A4: If you are told to report and cannot, you will be required to charge accruals. You should discuss such situation with your supervisor in advance whenever possible.

Q5: What If I am deemed essential and unable to report to work?

A5: If Management has deemed you to be essential, all regular Time and Attendance rules are in effect. Essential employees should discuss the need for time off with Supervision. Absences by essential employees will require the use of accruals.

Q6: If I've been tested for COVID-19 but don't have the results and any symptoms, should I come to work if I'm essential?

A6: Contact your Division Administrative Office or the Office of Human Resource Management for further guidance.

Q7: What if I'm non-essential, but I already have approved leave during the two-week period?

A7: If you were previously approved for leave during the period of March 17 – March 30 and you are not available to report to work upon request, you are still required to charge accruals for that time. If, due to the circumstances, your plans have changed and you are now available to work if necessary, you may rescind your leave request(s).

Q8: During the two-week period, who should I notify if I contract the virus?

A8: Notify your supervisor, Division Administrative Office or the Office of Human Resource Management.

Q9: will recruitments be ongoing during the two weeks?

A9: No