



Reporting For Work

- 1. What should I do if I have tested positive for Coronavirus?**
Do not report to work and notify your supervisor immediately.
- 2. What should I do if I am quarantined by a doctor?**
Do not report to work and notify your supervisor immediately.
- 3. What should I do if I come in contact with someone who has tested positive for Coronavirus?**
Do not report to work and notify your supervisor. We also encourage you to contact your healthcare provider for additional guidance.
- 4. I am a supervisor. What should I do if I am notified by an employee that they have tested positive for Coronavirus or have come in contact with someone who has tested positive for Coronavirus?**
Instruct the employee that they are not to report to work, then notify your supervisor and Human Resources.
- 5. What should I do if I believe I meet the criteria to be designated as high risk?**
We encourage you to contact your healthcare provider and follow their guidance. If you are concerned about coming to work because you are high risk, you may use PTO, Vacation, and/or LWOP. Refer to the charging guidance provided by NAS Business Services or call the NAS hotline at 931-588-3009.
- 6. Is a delay entering the base due to the new COVID-19 screening process considered paid working time?**
No. Your working time begins when you report to your work location.
- 7. Regarding the screening now taking place when accessing Arnold AFB, how can the Government ask us to divulge PII?**
The Government is not asking us to divulge PII – asking if you have or have been exposed to COVID-19, if you've traveled to specific locations, and/or if you are symptomatic is not something identifiable that can compromise your identity.

Installation commanders have the authority to take reasonable precautions to protect the safety and health of all personnel working on a military installation. Colonel Geraghty's 20 March 2020 email includes references to various DOD and AF instructions granting this authority.
- 8. What do I do if I am denied access to the installation due to the COVID-19 screening process?**
Notify your supervisor immediately.
- 9. If I am diagnosed with COVID-19, what are the return to work requirements once I am healthy again?**
Normal return to work procedures should be followed. All bargaining unit employees need to be cleared through the NAS Occupational Health Provider as defined in their applicable CBA. Exempt and non-exempt employees must furnish a note from their doctor stating they are able to return to work.

Workplace Guidelines

- 1. What are the specific pre-cautions we should take if we are high risk or work with high risk employees?**
According to the CDC, older adults, people with asthma, and people with HIV tend to be at a higher risk for illness. If you or someone you work with falls into one or more of these categories the CDC recommends:
 - Stock up on supplies like extra necessary medications (prescription and/or over-the-counter) and medical supplies like tissues
 - Take everyday precautions like washing your hands often, avoid touching high-touch surfaces, avoid touching your face, and clean and disinfect your home
 - Stay home as much as possible – LWOP can be used during this time
 - Avoid crowds when you do have to go out
 - Have a plan if you get sick
 - Be especially vigilant in watching for symptoms and emergency warning signs, including but not limited to:
 - Symptoms – fever, cough, shortness of breath
 - Emergency Warning Signs – difficulty breathing, persistent pain or pressure in chest, confusion, bluish lips or face. As always, individuals should consult their medical providers for any concerns. Visit www.cdc.gov/coronavirus/2019-ncov/index.html for more information.



2. What are the NAS social distancing guidelines?

NAS is following Colonel Geraghty's memorandum for social distancing at all NAS locations. All NAS employees are reminded of the social distancing requirements laid out in the memorandum, as outlined below.

- Remain 6 feet away from others.
- Practice good hand hygiene, wash your hands for at least 20 seconds and frequently. Do not shake hands and refrain from touching your face with unwashed hands.
- Cover your coughs and sneezes, using your elbow rather than your hand.
- Frequently clean and dis-infect all high-touch surfaces such as cell phones, door knobs, keyboards, etc.
- Limit meetings and non-essential functions.
- Limit group sizes. On-site meeting sizes should be less than 10; all greater than 10 require AEDC commander approval.
- Voluntarily remove or otherwise distance yourself from the workgroup if you have reason to believe you are sick or you have had close contact with someone who is sick, at least until a health care professional has assessed the illness and decided whether further testing is required.
- Adhere to the screening questions being asked at the installation gate for entry and answer honestly.

These guidelines apply for all operations. Consider holding more than one meeting to accommodate additional attendees and consider moving your meeting to a larger area to accommodate the personal space required. If you have any questions or concerns, please contact your branch manager for guidance.

3. One of the base entry questions relates to whether a person has been in one of the high-risk locations on the 'hotspots' list. Is the answer to this question "yes," even if you've only traveled through the location (never got out of your vehicle, just passed through)?

NAS has received confirmation from the Air Force – "driven through" does not equal "spent time in" as described in the current screening criteria.

4. Are NAS employees furloughed?

No, those employees in Tennessee are "Denied Access" to the installation. On 3 April 2020, Colonel Geraghty directed the base move to an "Operationally Urgent" posture effective 6 April 2020. Only employees required to complete critical test missions and support functions are permitted on base. When recording your time on your timecard (for PTO, vacation, comp time, and/or LWOP), use the applicable WOT associated with "Denied Access".

Our California employees are also not considered to be furloughed. The NFAC location is closed due to the state-mandated "shelter-in-place" order.

5. How long will we not be allowed to return to the office?

At this time, we are waiting for guidance from the Air Force and state and local governments on when we will be permitted to return to work.

6. I am an employee who is required to be on base to support the Tier 2 (Operationally Urgent) mission, but I've spent time in a "hotspot" over the last 14 days. How do I gain access to the base?

If you are required to be on site to support Tier 2 critical test operations and you have recently spent time in a hotspot, your Branch Manager will ask you additional screening questions to access the risk posed by allowing you site access. If you pass the additional screening questions, you will be provided a signed letter from the Air Force that should be presented to the gate security guard upon base entry.

7. If everyone gets sent home, is someone ensuring all the system credentials do not expire if we are out for more than 30 days?

Non-compliant (30 days of inactivity) active directory object disabling is suspended until 1 Aug 2020. Also, User login to OWA updates login currency, and Virtual Private Network (VPN) connectivity adjusts the network access requirement for computers and user accounts.

FMLA, IDP, Disability

1. What are the FMLA and Disability (IDP) rules during the COVID-19 pandemic?

FMLA

- Employees who have been diagnosed with COVID-19 or whose immediate family member(s) are diagnosed



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with COVID-19 and meet the definition of a “serious health condition” will be entitled to leave under FMLA and most state leaves.

- Employees or immediate family members who do not have a “serious health condition,” but have been quarantined by a medical provider, health authority, or employer will not be entitled to FMLA and most state leaves. Leaves taken by an employee for the purpose of avoiding exposure to COVID-19 would not be protected under FMLA.
- For additional information, visit <https://www.dol.gov/agencies/whd/fmla/pandemic>.

IDP

- The Standard will continue to evaluate each disability claim on a case-by-case basis and decisions made based on the facts of that claim.
- If an individual is quarantined as directed by a licensed health professional or government agency, but HAS NOT been diagnosed with COVID-19, but is unable to perform their job remotely, they WILL retain coverage and eligibility under the policy should they eventually become disabled.

2. Can a newly hired AEMTC-represented employee use their Disability Sick Leave to cover any time away from work related to an office closure?

No, employees may only use their Disability Sick Leave balance if they meet eligibility requirements laid out in the current collective bargaining agreement – in the event of hospitalization or surgery. It cannot be used under any other circumstance.

3. What happens if an employee currently on LOA is released by their personal physician and/or MedWorks, as applicable, to return to work?

Supervisors/managers should direct employees to contact HR at benefits@nas-llc.us if they are contacted by an employee ready to return to work. Additionally, all employees on an LOA will receive a letter explaining how to contact HR in the event he/she is released to return to work. HR will then process the return to work and reinstate access to myTime. PTO/vacation and sick leave accruals will begin again for those employees whose leave accruals were suspended while on LOA.

4. I am currently on an unpaid LOA. Who do I contact regarding questions about my benefit premium payments during an office closure?

You can contact Finance via the NAS Hotline at 931-588-3009

5. If an employee needs FMLA/IDP during a closure, how does he/she contact HR for assistance?

Employees should contact HR at benefits@nas-llc.us for assistance. Supervisors/managers should direct employees to this email as well.

PTO, Sick Leave, Deferred Holidays, and LWOP

1. What happens if a non-exempt employee who has been denied facility access runs out of PTO in the middle of the week?

He/she can charge LWOP in myTime for the remainder of the week. Remember to reference to the charging guidance provided by NAS Business Services or call the NAS hotline at 931-588-3009 (Opt. 1) for charging guidance questions. What happens if an exempt employee is scheduled to work less than 40 hours in a week but does not have enough PTO to reach 40 hours? (See Attachment 1)

They cannot work as this would be a violation of the Fair Labor Standards Act (FLSA).

2. Can an exempt employee charge PTO and LWOP in the same 40-hour period? (See Attachment 1)

Yes, both are considered non-working time. However, if any hours are worked (i.e., Regular Time or Teleworking Time), they may not charge LWOP during that week as this would be a violation of the FLSA.

3. Will NAS be able to advance PTO/Vacation to employees?

No, we do not have the option to advance PTO/vacation.

4. If an office closure is declared mid-week and an exempt employee doesn't have PTO or comp time to cover the remainder of the week, how will that person get paid?

We are still working out the mechanics of a mid-week shutdown. Rest assured, if this occurs NAS will ensure employees are paid in accordance with FLSA.



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5. I am a bargaining unit employee. Can I use my deferred holiday during a closure?

Yes. Reference the charging guidance provided by NAS Business Services or call the NAS hotline at 931-588-3009 (Opt. 1) for charging guidance questions.

6. I'm a bargaining unit employee. If I personally get sick (flu, COVID-19, etc.) during a closure, can I use my sick leave?

Yes, you will be able to use your sick leave for the illness period only. To do so, you will need to change your time card upon return to work to reflect the use of sick leave versus vacation or LWOP.

AEMTC-represented employees may be eligible to use their Disability Sick Leave balance as well only if the eligibility requirements laid out in the current collective bargaining agreement are met. It cannot be used under any other circumstance.

7. How much PTO/vacation do I need to charge during a closure to cover my benefit deductions? Should I reduce or cancel my 401(k) contributions?

Benefits deductions (health and welfare, 401(k), pension, etc.) will continue as currently apportioned while charging PTO/vacation or comp time during an office closure. We cannot provide guidance on whether or not someone should reduce or cancel their 401(k) contributions. Employees should contact their personal financial advisor for assistance with this decision.

8. How much PTO/vacation or comp time should I charge to cover the cost of my benefits?

The cost of employee portion of the benefits varies by employee. To calculate how much you should charge, add up the cost of your benefits from your last pay stub (before and after-tax benefits) and divide the amount by your hourly rate. Don't forget to take into consideration taxes and your 401(k), pension, and other deductions, as applicable.

9. How long can a high-risk employee who chooses to self-quarantine utilize LWOP?

Employees may self-quarantine 30 calendar days post-pandemic but no longer than a total of 12 months from last day worked.

10. Can I use LWOP for personal reasons not related to COVID-19? (See Attachment 1)

Yes. Please refer to NAS Policy. This must be followed for any reason other than those identified in this question.

11. How do I use LWOP for COVID-19 related absences? (See Attachment 1)

Liberal use of LWOP is only permissible for those employees who have tested positive for COVID-19, are self-quarantining because they are considered "High Risk", have vacated the site due to possible exposure to COVID-19, or are denied access to the site because they do not meet the screening criteria. See below for additional information.

COVID-19 Leave without Pay (LWOP) Scenarios for Exempt Employees

Scenario 1: An employee was 1) denied access to the base, 2) did not attempt to come on base because they knew they would not pass the gate screening criteria, or 3) was sent home due to possible exposure to another employee under quarantine/observation.

- a. If any work was performed during the week, no LWOP may be used. PTO must be taken to cover the gap between hours worked and 40 total hours.

For example: If an employee works eight hours on Monday and Tuesday, 24 hours of PTO will need to be taken to get to 40 hours worked.

- b. If no work was performed during the week, any combination of PTO, Comp Time, and LWOP may be used to get to 40 hours. In this scenario, LWOP may be used in increments less than eight hours.

For example: An employee make take eight hours of PTO on Monday, four hours of comp time on Tuesday, and then 28 hours of LWOP to get to 40 hours.

Scenario 2: An employee voluntarily self-isolated due to COVID-19 concerns or meets the criteria designated as "High Risk" and the Base is open.

- a. If worked is performed during the week, LWOP may not be used on any day work is performed. On partial workdays, PTO or comp time MUST be used to supplement time worked in order to equal your normal hours



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worked in a day (e.g., eight hours). On days where no work is performed, any combination of PTO, Comp Time, and LWOP may be used to get to 40 hours.

For example: An employee works four hours on Monday morning and leaves the site. The employee would have to take four hours of PTO on Monday to equal eight hours worked. The employee may then take any combination of LWOP, PTO, or Comp Time for the remaining 32 hours of the work week.

COVID-19 Leave without Pay (LWOP) Scenarios for Non-Exempt/Wage Employees

Scenario 1: Base access denied or the Base is shut down.

Any combination of PTO, Vacation (wage), deferred holidays (wage), or LWOP may be used. You must record time in accordance with your normal daily work schedule and all hours recorded must equal 40 hours for the work week. LWOP can be taken in less than eight-hour increments.

Scenario 2: Voluntarily self-isolated due to COVID-19 concerns or meets the criteria designated as “High Risk” and the Base is open.

Any combination of PTO, Vacation (wage), deferred holidays (wage), or LWOP may be used. You must record time in accordance with your normal daily work schedule and all hours recorded must equal 40 hours for the work week. LWOP can be taken in less than eight-hour increments.

12. How does Section 3610 of the CARES Act apply to government contractors?

NAS management is working closely with the Air Force customer to determine how the CARES Act will apply to those NAS employees who are denied access to the facility(ies). We will keep employees informed on any new developments. In the meantime, please follow all charging guidelines as, if approved, this will be how we determine who and what will be reimbursed.

13. I'm home self-isolating and charging LWOP. I would like to submit a check to pay for my benefits. How do I do this?

Due to resource constraints, NAS Finance is not accepting checks to pay for employee benefits at time. NAS encourages employees to set this money aside to be used upon return to work to offset the payroll deduction(s) for these benefits.

Benefits

1. Will NAS continue to pay for their portion of benefits?

Yes, the cost of benefits will continue to be divided between employees and the company at the rates in place today.

2. What payroll deductions will continue during the Tier 2 Operations access restrictions?

- For employees in an active pay status (i.e., Working, PTO, Comp Time or Vacation) payroll deductions will continue as normal.
- For employees in an unpaid status (i.e., LWOP) payroll deductions such as 401(k) loans, union dues, garnishments, Child and/or Spousal support, United Way contributions, etc., do not continue as they become the responsibility of the employee. Questions regarding 401(k) loans should be addressed to Vanguard at 800-523-1188.

3. Will my benefits continue if I self-quarantine?

Yes, your benefits will continue. If using PTO/vacation or comp time, deductions will continue as currently apportioned. Once leave balances are exhausted or if charging all time to LWOP, the employee portion of benefits will go into arrears. The payroll will automatically collect (deduct) the arrears from pay. This could result in little-to-no net pay until the amount in arrears is paid in full depending on the duration of the closure.

4. Will NAS be able to spread the re-payment of benefit premiums across multiple pay periods?

Initial guidance provided to employees in the Time Charging Guidelines stated NAS would not be able to extend the re-payment period. We are re-evaluating this processing and will keep you apprised.

5. My wife is pregnant and our baby is due in the next few weeks. How do I get the baby added to insurance?

Employees experiencing a qualifying life event (i.e., having a child, getting married, getting divorced, etc.) during a closure should contact HR at benefits@nas-llc.us.



6. If an employee's immediate family member passes away, can they use bereavement leave during a closure?

Yes, employees remain eligible to use bereavement leave. Employees will need to adjust their time cards upon return to work from closure.

7. Will relocation expense reports continue to be processed during a closure?

Yes, this is a business critical activity that will continue during a closure. Employees should email the Staffing team at careers@nas-llc.us for assistance.

8. What happens if I decide to retire during an office closure?

Employees should notify their supervisor/manager of the decision to retire, including the date in which it will be effective. Supervisors/managers should contact the HR team at hrintput@nas-llc.us.

9. Did the CARES Act change or offer any provisions pertaining to the Pension Plan?

No, the CARES Act did not change any provisions to defined benefit plans like our Pension Plan.

10. Who can take advantage of the CARES Act 401(k) provisions?

The CARES Act relief applies to individuals affected by COVID-19. An "affected individual" is defined as someone:

- Who is diagnosed with COVID-19 by a CDC-approved test,
- Whose spouse or dependent is diagnosed with COVID-19 by a CDC-approved test, or
- Who experiences adverse financial consequences as a result of being quarantined; being furloughed, laid off, or having work hours reduced as a result of COVID-19; being unable to work due to lack of childcare due to COVID-19; closing or reducing hours of a business owned or operated by the individual due to COVID-19.

11. What provisions did the CARES Act enact for retirement plans like our 401(k) plans?

There are four provisions of the CARES Act that apply to our 401(k) plans. They are:

Loan Repayment Suspension – A plan that allows loans must permit affected individuals (as defined above for CRD purposes) to delay the due date of the next-scheduled loan repayment for up to one year if the due date of such repayment occurs between March 27, 2020, and December 31, 2020. This delay applies to any next-scheduled repayment, including the first repayment. Following this suspension period, the loan will be re-amortized to include interest accrued during the suspension, and the total repayment term of the loan may be extended by the duration of the suspension (e.g., up to one year). Vanguard will not automatically delay any loan repayments, but will accommodate any such delay specifically requested by a participant. To suspend loan payments, call Vanguard at 800-523-1188.

Required Minimum Distributions (RMDs) – RMDs are waived for 2020 for participants and for beneficiaries taking RMDs under the life expectancy or five-year rules. This waiver applies to those already receiving RMDs as well as those required to take their first RMD for 2019 by April 1, 2020. These participants are typically not actively employed.

Coronavirus-Related Distributions (CRDs) – NAS has elected to permit the optional CRD provision. Affected individuals (as defined above) may take a CRD up to \$100,000 through December 30, 2020. The 10% federal tax on early withdrawals before age 59½ (as applicable) is waived for coronavirus-related distributions. The 20% standard income tax withholding at the time of the distribution is not required. That said, these withdrawals are still taxable as income. The CARES Act allows the tax to be spread over three years. Additionally, participants taking a CRD may re-pay the amount of the distribution as a rollover within three years. To apply for a coronavirus-related withdrawal, call Vanguard at 800-523-1188 to initiate the process.

Loan Limits – NAS has elected to not permit the optional increase in loan limits. We considered a participant's ability to repay the higher loan amount within a five-year period and felt increasing the limit to the lesser of \$100,000 or 100% of the present value of the participant's vested account balance could create additional hardships for participants. Maximum loan amount remains the lesser of \$50,000 or 50% of the present value of the participant's vested account balance. To apply for a loan, call Vanguard at 800-523-1188 to initiate the process.

Unemployment Benefits



1. Am I eligible for unemployment insurance if the offices are closed?

You may be eligible. Unemployment eligibility rules and requirements differ by state. We cannot provide eligibility-specific information as each state determines benefit eligibility on a case-by-case basis. Below is a brief summary of what we found for each state for your reference. Visit your state's website for full details and confirmation of your benefit eligibility.

California – Employer ID# 068-5690-0

- Employees working in California may be eligible for Unemployment Insurance (UI) benefits if they are unemployed as a result of:
 - Hours reduction due to the quarantine,
 - Separation from employer during the quarantine, or
 - Being subject to a quarantine required by a medical professional or state or local health officer
 - Executive Order N-25-20 signed by Governor Newsome 12 March 2020 waives the one-week unpaid waiting period, enabling collection of UI benefits for the first week out. Additionally, recipients may not need to meet the usual requirement of looking for work while collecting UI
 - Employees interested in applying for benefits need to contact Employment Development Department (EDD) to determine their eligibility. Visit https://edd.ca.gov/about_edd/coronavirus-2019.html for more information

Maryland – Employer ID# 0061890670

- The Maryland Department of Labor states in their FAQs about COVID-19 and UI that unemployment benefits are available to individuals who are unemployed through no fault of their own
- If an employer must shut down operations and no work is available, individuals may be eligible for unemployment insurance if they meet the monetary criteria as well as weekly eligibility criteria
- Visit <https://www.dllr.state.md.us/employment/unemployment.shtml> for more information including how to apply for benefits

Tennessee – Employer ID# 0825-721 4

- The Tennessee Department of Labor and Workforce Development is actively working to determine how to best use the Unemployment Insurance Trust Fund
- While specific guidance has not been located, the COVID-19 Bulletin #1 issued 17 March 2020, by Governor Lee's office states:
 - The department will extend unemployment benefits to employees who suddenly find themselves out of work as businesses temporarily cease operations during the pandemic
 - The department is also extending unemployment benefits to those who are quarantined by a physician for COVID-19 and are temporarily away from their job
- Those interested in unemployment benefits should visit www.jobs4tn.gov for more information on eligibility and applying for benefits

NAS has worked diligently to try to navigate the ever-changing rules associated with COVID-19 changes to unemployment. Unfortunately as noted, the rules are not only state specific but also very fact dependent and handled on a case-by-case basis. Information needed to make an eligibility evaluation is information that NAS would not and should not ask of any individual employee. Additionally, NAS has made numerous attempts daily to contact the TN, MD, or CA employment offices in hopes of getting clarity or guidance. However, due to the exponential increase in unemployment filings, the recent changes in law and eligibility, the unemployment office are not staffed to provide data to anyone other than individuals seeking to file.

NOTE – Using PTO/vacation during a closure could impact your UI eligibility and payment amount.

2. If I have a PTO/vacation balance and elect not to use it if there is an office closure, will that impact my ability to collect unemployment benefits?

Unemployment benefit eligibility differs by state and your personal situation. You will need to contact the unemployment agency for the state in which you live to determine your eligibility.

3. In the event of an office closure, will we received an official 'furlough' notice for purposes of applying for unemployment?



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No, we will not be providing notices. NAS is in contact with state unemployment agencies to determine the best way in which to submit site closure notifications to them as required.

4. Will I need a copy of my most recent paystub to file for unemployment?

It's possible you may need your most recent paystub when applying for unemployment. Therefore, we suggest you print and keep a copy of your most recent paystub in case your access to the facility(s) is restricted. Please remember if you print your paystub to retrieve it immediately from the printer.

5. Do I need to record my absence in FormsPlus in the event of a closure?

No, closure-related absences do not need to be recorded in FormsPlus. All other requests should be submitted as normal.

6. How do we get a hold of someone in HR or Payroll during an office closure?

For payroll questions – payroll@nas-llc.us

For benefits questions, including FMLA, LOA, IDP, life events, etc. – benefits@nas-llc.us

For staffing questions, including relocation – careers@nas-llc.us

For all other questions – hrintput@nas-llc.us

Continue to use your normal Payroll and HR contact methods while the sites remain in standard operations. You may also call the NAS Hotline at **931-588-3009**.

7. I live in Alabama but work in TN. Where should I file for unemployment?

Regardless of where you live, you file for unemployment in the state in which you are employed.

8. If I am receiving Unemployment Benefits, what happens if I do not return to my job when called?

There may be cases where an employee who is currently receiving unemployment benefits declines an offer to return to work for COVID-19 related reason(s). It's our understanding that declining work may have an impact on the ability to continue receiving unemployment benefits, but may still be eligible for Pandemic Unemployment Assistance (PUA). Please visit the TN State Unemployment FAQs (<https://www.tn.gov/workforce/covid-19/fag/employees.html>) for information.

Charging Time

1. Do I sign my timecard?

If notified of an office closure, sign your timecard before you leave the office if possible. Otherwise follow the normal schedule of signing your timecard. If you are unable to do so before leaving the site, NAS will ensure it is signed on your behalf.

2. Can I change my mind regarding how I would like to charge my time for the period of the closure after submitting my time sheet? If so, how do I do this?

Contact Payroll at payroll@nas-llc.us to make changes.

3. We have recently received additional questions on when to apply the unique WOTs that are required when entering leave. Please see the below guidance:

- If an employee is authorized to support Tier 2 operations on site and/or has been approved to telework, and there **is not enough work available** to complete a 40-hour work week (as agreed to by the employee and supervisor), that employee should use WOT **NASCV19/DA – Pandemic Denied Access** for any leave hours recorded for time not worked that week.
- If an employee is authorized to support Tier 2 operations on site and/or has been approved to telework, and there **is** enough work available to complete a 40-hour work week, but has **chosen not to work the full 40 hours** (as agreed to by the employee and their supervisor), that employee should use **NASREGA/BS – Regular Planned Absence** or any leave hours recorded for time not worked that week.
- If an employee is authorized to support Tier 2 operations on site but has chosen to “self-isolate” as a result of being “High Risk”, and therefore cannot complete a 40-hour work week, that employee should use **NASCV19/SI – Pandemic Self-Isolate** for any leave hours recorded for time not worked that week.

NOTE: Chugach and nLogic employees should follow guidance provided by their companies.



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Sanitation and Cleaning Supplies

1. **Will we be getting more sanitation supplies soon?**
NAS and the Air Force are working to get additional disinfectant wipes, sprays, and hand sanitizer.

Families First Coronavirus Act

1. **Do any of the provisions in the Families First Coronavirus Act signed by President Trump on 18 March 2020 apply to us?**
The provisions in the Act apply to employers with less than 500 employees and therefore do not apply to NAS. We will continue to stay abreast of legislation changes that could impact NAS.



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Attachment 1 – Exempt Employees – Leave Without Pay (LWOP) Breakdown

Personal LWOP (Arnold, NFAC, Tunnel 9, and NAS is open):

(Personal planned leave of absence including Self-Isolate or lack of childcare / dependent / elderly care)

- Must be recorded in FULL-day increments based on your work schedule. If you recorded regular time on any day (hours worked):
 - Cannot record LWOP in partial day.
 - Must use remaining balances from Paid Time Off or Comp Time Paid to equal 8 hours.

OR

- Excess regular hours worked in the same pay period can be used to offset the remaining partial day of leave.
- If there are no remaining balances from Paid Time Off or Comp Time Paid and no excess regular hours worked in the pay period, then record Paid Time Off for the remaining partial day of leave.

	Time Types				
	REG	LWOP	PTO	CMP	Excess Hours (REG)
Partial Day Leave <i>(Hours worked that day)</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Full Day Leave* <i>(Hours NOT worked that day)</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

* For any full day not worked

Denied Access Related LWOP

(Unplanned leave of absence. i.e., not allowed on base for pandemic reasons)

- Must be recorded in FULL week (four-hour) increments.

NOTE: You should not have more than 80 hours accumulated for all time types within the pay period.

If you recorded any regular time that week (partial week hours worked):

- Cannot record LWOP for partial week (including day).
- Must use remaining balances from Paid Time Off or Comp Time Paid.
- Excess regular hours worked in the same pay period can be used to offset the remaining partial week of leave. Example, if you worked 60 hours in the first week of the pay period, then the remaining 20 hours will be used to offset the partial week of leave.
- If there are no remaining balances from Paid Time Off or Comp Time Paid and no excess regular hours worked in the pay period, then record Paid Time Off for the remaining partial week of leave.

	Time Types				
	REG	LWOP	PTO	CMP	Excess Hours (REG)
Partial Week Leave <i>(Hours worked that week)</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Full Week Leave <i>(Hours NOT worked that week)</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>