




South Carolina Department of Public Safety

MEMORANDUM

To: SCDPS All

From: Tonya Chambers, HR Director 

Date: September 29, 2020

Subject: SCDPS Civilian Employees - Re-entry Plan

Since the beginning of COVID-19, non-essential/non-emergency staff have been given the opportunity to telework and telecommute to limit the number of employees in the office and control the spread of coronavirus. We have continually evaluated the case load and the most current information on disease spread from the SC Department of Health and Environmental Control (SCDHEC) and the Centers for Disease Control (CDC). As we have taken all of those factors into account, we have made the decision to bring those in a temporary telecommute status back to the office on a full-time basis, effective Monday, November 2, 2020. At this time, telecommuting options made available intermittently since March will no longer be available for non-essential/non-emergency personnel.

SCDPS' employees' safety is vital as the department continues to maintain a healthy work environment while meeting its mission to save lives. The department has had forty-two (42) total positive cases throughout the pandemic (March-September), including twelve (12) civilians. This is notable, considering SCDPS an agency of over 1,328 total employees, and we want to thank our employees for working with us to mitigate the effects of this pandemic. All SCDPS employees in support roles are critical to the agency's mission to save lives on the roadway.

As more employees return to work, options under the Families First Coronavirus Response Act (FFCRA) may be utilized through the Office of Human Resources (OHR). Protocols remain in place for positive cases, positive case exposures, those seeking diagnosis, those advised to quarantine by a health care provider, or those caring for an individual subject to testing or quarantine. Most importantly, if you are sick, especially with a fever, notify your manager and do not report to work.

If an employee is at higher risk due to an underlying health condition, which is considered a disability, OHR will work with the employee through the interactive process to determine if a reasonable accommodation exists. If an employee has exhausted all available FFCRA leave and does not qualify for leave pursuant to the Family Medical Leave Act (FMLA), the employee must use accrued leave or leave without pay until a medical professional deems it appropriate for the employee to return to the workplace.

Face coverings continue to be mandatory in common areas unless there is a documented health or medical issue as to why they may not be worn. Frequent hand washing and the use of hand sanitizer are absolutely encouraged. SCDPS facilities staff continually clean and sanitize common touch points. Finally, the department will continue to regulate access to common areas and limit large group meetings using available tools for virtual meeting as well as social distancing during in-person meetings. Managers may also continue to use flexible work hours to stagger start and stop times for work schedules.

The OHR will continue to collect the following data on a daily basis for mandatory reporting to the State Division of Human Resources: employees on leave related to COVID-19, employees working remotely, employees on leave not related to COVID-19/Not scheduled to work and employees working at the office. We appreciate your continued cooperation in that data collection effort.

Should you have questions or require additional guidance, please reach out to your supervisor or OHR. Thank you for your continued commitment, and please know that we look forward to your safe return.