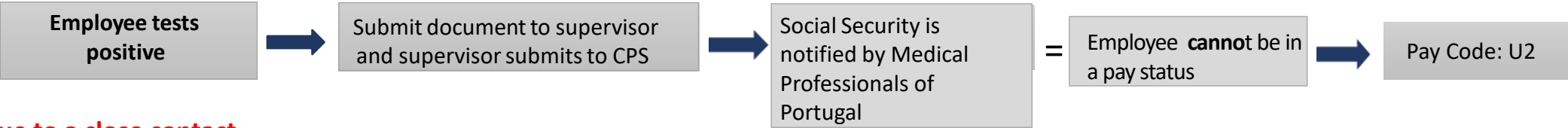


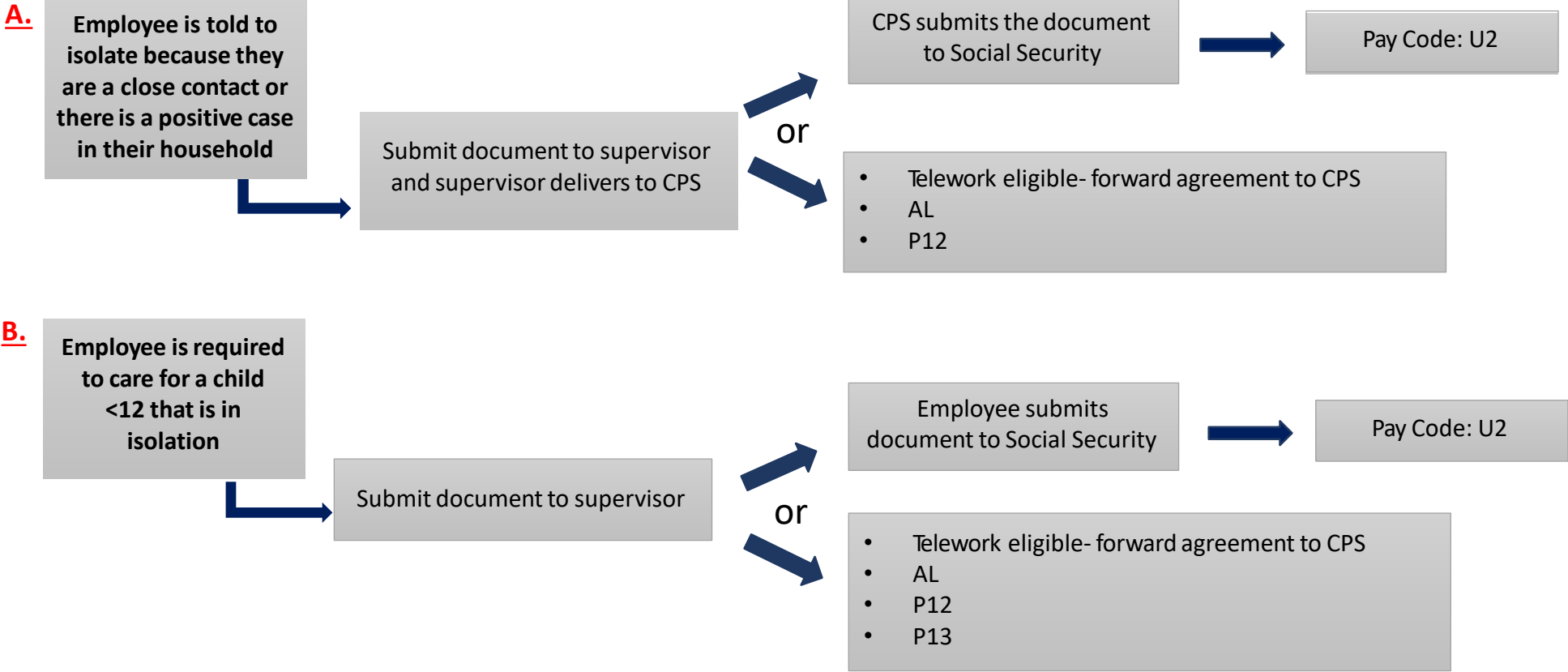
# COVID Procedures

• When Isolation is directed by Local Health Authority (Documents received from off base agency):

**1. Due to a Positive Test**

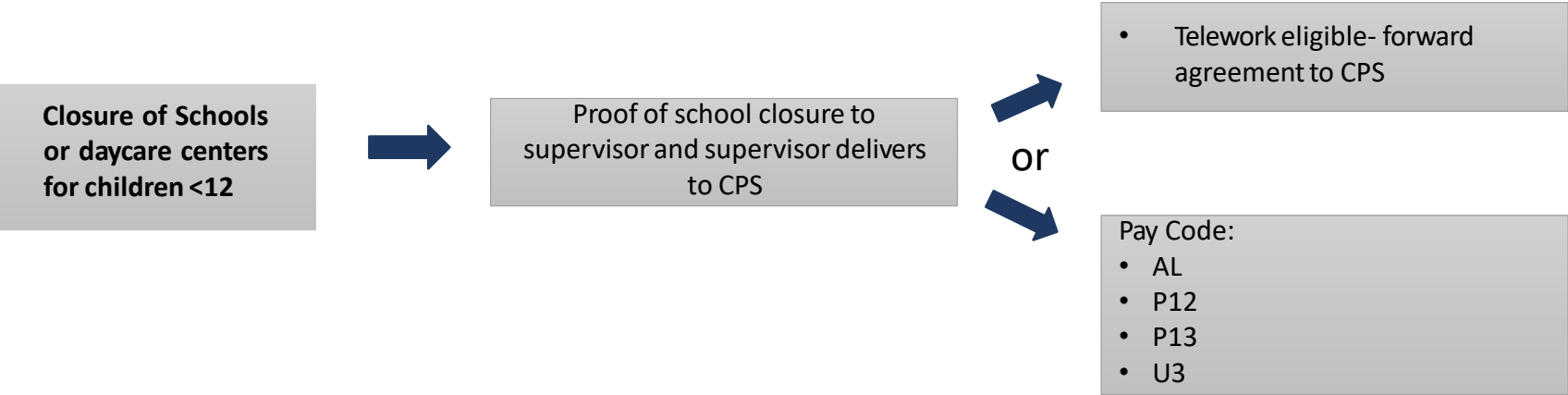


**2. Due to a close contact**



# COVID Procedures

- When absence is a direct result of closure of public institutions due to COVID (Documents received from off base agency):



**Pay Codes:**

- AL – Annual Leave
- P12 – Time of Award used
- P13 – Family Assistance
- U2 – Sick Leave Without Pay
- U3 – Leave Without Pay

## Documentation and Contacts

### Documentation:

- Declaration of Prophylactic Isolation, to request a PCR Test and to register to get the vaccine:

<http://destinoseguro.azores.gov.pt/>

- Telework Training for Supervisors and Employees:

<http://www.telework.gov/training-resources/>

- LN Telework Policy and Agreement form (Both English and Portuguese version).pdf:

<https://usaf.dps.mil/sites/65abg/gsa/fsf/cpo/sitepages/home.aspx>

- OPF FORM 71 – Request for Leave or Approved Absence:

<https://usaf.dps.mil/sites/65abg/gsa/fsf/cpo/sitepages/home.aspx>