

1. **Working from Home due to School Closure:** If an employee has a child that attends a school that has been closed due to the N1H1 virus, the employee should notify his/her first line supervisor and shall be allowed to work at home until the school has reopened.
2. **Working from Home due to Day Care Closure:** If an employee has a child that attends a day care that has been closed due to the N1H1 virus, the employee should notify his/her first line supervisor and shall be allowed to work at home until the day care has reopened.
3. **Working from Home due to being High Risk:** If an employee has been declared high risk by a medical professional, previous medical information submitted would document high risk or it is obvious the employee is high risk, the employee shall be allowed to work at home until the risk has passed. If a medical professional has stated an employee is high risk, no additional documentation is required or should be requested.
4. **Working from Home due to caring for a High Risk Individual:** If an employee cares for an individual that has been declared high risk by a medical professional, the employee shall be allowed to work at home until the risk has passed. If a medical professional has stated the individual is high risk, no additional documentation is required or should be requested.
5. **Delayed/Cancelled Travel:** If an employee is concerned for his/her safety or for the safety of his/her family, the employee shall not be required to travel until the risk of infection has passed.
6. **Working from home due to Quarantine:** If an employee or any member of his/her family has been placed in a quarantine status, the employee shall work from home until the quarantine is cancelled.

For each situation listed above, the employee should notify the Supervisor, orally, in writing or by electronic mail with a copy to the Field Office Director. The grade, job series, or position title of an employee shall not be used in the determination for working from home or the delay or cancelation of travel.