



## EMPLOYEE VERIFICATION FOR PAID LEAVE DUE TO CORONAVIRUS (COVID) 2019

I, \_\_\_\_\_ [Name of employee], hereby verify  
(check all that apply):

I meet the guidelines established by the Centers for Disease Control and Prevention to self-quarantine due to the coronavirus disease 2019 (COVID-19) based on the following criteria (check all that apply):

- Within the last 14 days, I traveled from an area with COVID-19 transmission either in-state or out-of-state.
- I have been in close contact with a person with a positive laboratory-confirmed COVID-19 infection. Close contact includes being within 6 feet of a COVID-19 case for a prolonged period of time or having direct contact with infectious secretions of a COVID-19 case, (e.g. being coughed on).

Note: As of March 7, 2020 the CDC does not recommend testing, symptom monitoring or special management for people exposed to *asymptomatic* people with potential exposures (i.e., contacts of contacts).

- I have tested positive for COVID-19.
- I am experiencing the symptoms of COVID-19 including subjective or measured fever, cough, or difficulty breathing.
- I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Dates for COVID-19 Leave: \_\_\_\_\_ to \_\_\_\_\_

**Please note:** An employee may be required to telecommute during the self-quarantine period. If the employee is directed to telecommute and declines to do so, the employee must use their own accrued leave or be in a leave without pay status for the time in self-quarantine.

I agree that if I become sick (unrelated to COVID-19) while self-quarantined, I will notify my employer and my remaining time away while sick would be paid leave or leave without pay. Any misrepresentations provided as a basis for this request will be a basis for disciplinary action.

\_\_\_\_\_  
I declare under penalty of perjury under the laws of the state of Alaska the foregoing is true and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

City, State: \_\_\_\_\_