

# GLADWIN COUNTY COVID-19 PREPAREDNESS AND RESPONSE PLAN

Amended by Board Action on June 8, 2021

## INTRODUCTION

In response to the “new normal” caused by the spread of the novel coronavirus (“COVID-19” or SARS-CoV-2) and to comply with relevant state and local orders, Gladwin County has made the following addendums to their COVID-19 Preparedness and Response Plan that was adopted June 9, 2020. This Plan may be updated, when necessary, based on the issuance of local, state, and federal orders or guidance related to COVID-19. This Plan is available on [gladwincounty-mi.gov](http://gladwincounty-mi.gov) for public and employee resources.

## SAFE WORK PRACTICES – ADMINISTRATIVE CONTROLS

### *Phased Approach and Remote Work*

The safety of its employees and visitors is Gladwin County’s top priority.

Gladwin County will continue to provide training and /or notifications to all employees as it becomes available. Gladwin County will follow all guidelines provided by the CDC and local Health Department.

When governmental directives prohibit nonessential employees from in-person work, those employees will be allowed to work remotely to the extent their job duties allow; specifically State Court Administrative Office’s directive to Court Employees. Additionally, employees who may have been exposed to COVID-19 as a result of a family member’s profession (such as a spouse working in the medical field), may be allowed to work remotely as well, with the approval of their direct supervisor only during the length of recommended quarantine.

### *Notice of Return to Office*

Gladwin County has provided notice to their employees that remote work options ended on May 24, 2021. Court employees will follow the direction of the State Court Administrative Office based on the “phase” their region has been given.

If you have concerns regarding your return to the office, let the Human Resources/Administration Office know. Gladwin County will keep confidential the information you share.

### *Personal Protective Equipment (“PPE”)*

While no longer mandated by the MDHHS or MIOSHA for fully vaccinated employees (2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine), Gladwin County will provide PPE items designed to ensure employee safety. PPE available to staff includes face masks, face shields, goggles, and gloves. Hand sanitizer, including touchless hand sanitizing units and disinfectant wipes, will also be provided and made available to employees. Please see the Administration Office to request these supplies.

Gladwin County will strictly enforce all employee safety measures as recommended by the Centers for Disease Control and Prevention (“CDC”). In addition, unvaccinated employees will wear face masks in offices and cubicles when more than one employee is present and when social distancing (six feet of separation) cannot be maintained.

### ***Reporting of Unsafe or Unsanitary Conditions***

A safe workplace for everyone is critical. Employees are expected to immediately report unsafe or unsanitary conditions to the Maintenance Supervisor or the Administration Office.

## **BASIC INFECTION PREVENTION MEASURES**

### ***Hygiene***

Gladwin County instructs employees to wash their hands frequently, to cover their coughs and sneezes with tissues, and to avoid touching their faces. Gladwin County will provide employees with access to hand sanitizer, tissues, and trash receptacles.

### ***Cleaning and Disinfecting***

Increased cleaning and disinfecting of work surfaces and equipment will be performed daily. Gladwin County will provide employees with access to disposable antiseptic or alcohol-based disinfectant wipes for cleaning any commonly used surfaces before each in accordance with the latest CDC guidance.

In the event an employee that has been in the workplace in the past 14 days tests positive for COVID-19, Gladwin County will undertake appropriate cleaning and disinfecting measures based on its consultation with the local Health Department trained in disinfecting for COVID-19.

### ***Social Distancing***

Employees who have not been vaccinated are to abide by social distancing guidelines, i.e., at least six feet from everyone, as much as possible. When unvaccinated employees are unable to maintain social distancing, PPE must be worn.

## **ADDITIONAL WORKPLACE PROTECTIONS – ENGINEERING CONTROLS**

### ***Facility Assessment***

Gladwin County will continue to comply with the latest CDC guidance with regard to proper cleaning and disinfecting.

**Physical Barriers.** Gladwin County has determined, based upon the current office configuration, that there is no need for additional barriers such as sneeze guards or Plexiglas partitions. The Court Offices must comply with direction from the State Court Administrative Office on any barrier standards required.

**Signage.** Gladwin County has included in this policy a variety of signs to provide visual indicators of how employees and others who are in the office are to conduct themselves. Signs include:

- Maintain social distancing of 6’ between individuals (for unvaccinated individuals)

- Please wear a face mask upon entry (if unvaccinated)
- Proper hand washing techniques
- How to stop the spread of germs
- COVID-19 prevention measures

### ***Visitors***

Gladwin County has opened their lobby and offices to outside guests and agencies. Signage has been posted for the requirements of face coverings. Gladwin County will make PPE available to unvaccinated visitors which they will be required to wear.

### ***Working with Insurance Companies and State and Local Health Agencies***

Gladwin County will work with applicable insurance companies and state and local health agencies to provide information to workers and members regarding medical care in the event of a COVID-19 outbreak.

### ***Following Existing OSHA/MIOSHA Standards***

Gladwin County will adhere to all applicable existing OSHA/MIOSHA standards and requirements.

## **PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS**

### ***Employee Screening Before Entering the Workplace***

Employees are to report promptly any symptoms of COVID-19 to their managers or to the Administration Office and Human Resources Director by self-monitoring for symptoms as outlined below.

### ***Self-Monitoring for Symptoms***

Gladwin County strongly encourages employees to self-monitor for signs and symptoms of COVID-19 daily and prior to reporting for work. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, diarrhea, sore throat, and new loss of taste or smell.

## **PROCEDURES FOR REPORTING ILLNESS**

### ***Suspected Cases***

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following symptoms:
  - Fever;
  - Shortness of breath;
  - Continuous cough;
  - Chills;
  - Repeated shaking with chills;
  - Muscle pain;
  - Headache;

- Diarrhea;
  - Sore throat; and/or
  - New loss of taste or smell.
- They are unvaccinated and have been exposed to a COVID-19 positive person, meaning:
    - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
    - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes they qualify as a Suspected Case, they must:

- Immediately notify supervisor and/or the Administration Office and Human Resources in person or via telephone, text message, or email;
- Self-quarantine for 10 days provided employee does not develop any symptoms or clinical evidence of COVID-19 infection, and daily symptom monitoring continues through day 14 after exposure; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, Gladwin County will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee), and allow those employees to work from home as they monitor for COVID-19 symptoms; and
- Ensure that the employee's work area is thoroughly cleaned.

### ***Confirmed Cases***

Gladwin County will consider an employee a Confirmed Case of COVID-19 if the employee has been performing in-person operations at the office in the past 14 days and that person tested positive for COVID-19.

If an employee believes they qualify as a Confirmed Case, they must:

- Immediately notify supervisor and/or Administration Office and Human Resources in person or via telephone, text message or email;
- Remain out of the workplace until cleared to return to work.

If an employee qualifies as a Confirmed Case, Gladwin County will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy) and allow those employees to work from home as they monitor for COVID-19 symptoms;

- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, our cleaning/disinfecting plans and when the workplace will reopen.

Gladwin County will permit employees to return to work provided that 72 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medication and improvement in respiratory symptoms) and ten (10) days have passed since symptoms first appeared. Gladwin County will not discharge, discipline, or otherwise retaliate against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

## **CORRECTIVE CONTROLS**

Gladwin County will communicate controls governing facility access by posting visual indicators throughout the building and outside at ingress points.

## **ADMINISTRATIVE CONTROLS**

### ***Chief COVID-19 Officer***

Gladwin County has designated the Administration Office and Human Resources Director as its Chief COVID-19 Officer.

The Chief COVID-19 Officer will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and members.

### ***Worksite Supervisors***

Gladwin County has designated all Department Heads and Elected Officials as Worksite Supervisors who will implement, monitor, and report on the COVID-19 control strategies developed under this Plan.

### ***Employee Training***

Gladwin County has provided training materials to employees related to COVID-19, which will address the following topics (appendix F):

- Symptoms of COVID-19.
- How COVID-19 is transmitted from person to person and distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Steps the worker must take to notify Gladwin County Administration of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow to prevent exposure to and spread of the virus.
- The use of PPE, including the proper steps for putting it on and taking it off.
- Proper hand washing techniques.
- How to report unsafe working conditions.
- How employees may obtain the FDA-approved or authorized COVID-19 vaccines.

## **MANAGING EMPLOYEES' ANXIETY ABOUT RETURNING TO THE WORKPLACE**

Employees may have anxiety about returning to the workplace and/or working with coworkers, members, and service providers. Following are tips to for adjusting back into the workplace:

- Do everything you can to protect yourself from getting sick. Taking the following steps may help you feel more in control, while also helping to prevent the spread of infection:
  - Wash your hands frequently with warm, soapy water for at least **20 seconds**.
  - Wear a face mask or coverings covering your nose, mouth, and chin.
  - Avoid touching your face, eyes, and mouth.
  - Stay six feet away from others when possible.
  - Clean frequently touched surfaces. Custodial staff is also conducting increased cleaning and disinfecting.
  - Stay home when you are sick or not feeling well. Utilize your Gladwin County provided leave time unless you qualify for leave time under the Family First Coronavirus Response Act. Please speak to Administration on how/if you qualify for FFCRA leave time.
- Make sure you are getting a good night's sleep. While this may seem simple, getting enough sleep can make an incredible difference in our mood and amount of anxiety we have during the day.
- Eat nutritious meals and make time for exercise; daily walks can do wonders for promoting a feeling of calm and well-being.
- Remember it is okay and normal to feel anxious. There is nothing wrong with feeling anxious about change and uncertainty as it is common to have these feelings during a time like this.

## **CERTIFICATION BY EXECUTIVE DIRECTOR**

I have reviewed the Gladwin County COVID-19 Preparedness and Response Plan and certify to the best of my knowledge and belief that:

1. It complies with Michigan Department of Health and Human Services Epidemic Orders of October 9, 2020, October 21, 2020, October 29, 2020, November 18, 2020, and May 24, 2021.
2. It is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, *Guidance on Preparing Workplaces for COVID-19*, and Michigan Occupational Health and Safety Administration *MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19)*.

3. I have identified Laura Brandon-Maveal, Interim County Administrator and Human Resources, as the Gladwin County Chief COVID-19 Officer.
4. The plan is available on Gladwin County's website, [www.gladwincounty-mi.gov](http://www.gladwincounty-mi.gov), and at the Administration Office, 401 West Cedar Avenue Gladwin, Michigan 48624, where in-person operations take place during the COVID-19 emergency.

A handwritten signature in black ink, appearing to read 'Karen Moore', written over a horizontal line.

Karen Moore, Chairperson  
Gladwin County Board of Commissioners  
June 8, 2021

**APPENDIX A  
GLADWIN COUNTY EMPLOYEE  
COVID-19 SCREENING FORM**

In order to access the buildings of Gladwin County, I affirm:

\_\_\_\_\_ I do not have a fever (100 degrees F or 37.8 degrees C), cough, shortness of breath, sore throat, chills, shaking with chills, muscle pain, headache, diarrhea, or a new loss of taste or smell.

\_\_\_\_\_ I have had no close contact in the last 14 days with someone with a diagnosis of COVID-19. The CDC defines close contact as being within approximately 6 feet of a COVID-19 case for a prolonged period of time. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case; or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

\_\_\_\_\_ I have not traveled internationally or on a cruise ship in the last 14 days.

\_\_\_\_\_ I further affirm that if I answer "yes" to any of the above screening questions, I am excluded from accessing the Gladwin County buildings until:

- 3 days with no fever and 10 days since symptoms first appeared.
- 10 days following close contact with a diagnosed case of COVID-19 and provided I have not developed any COVID-19 symptoms and daily symptom monitoring will continue through day 14 after last exposure.
- 14 days following travel.

\_\_\_\_\_ I will wear a face covering while in any public spaces within the Gladwin County buildings and comply with all other COVID-19 protocols set forth in Gladwin County's COVID-19 Preparedness and Response Plan unless I am fully vaccinated (two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine).

\_\_\_\_\_ Date

\_\_\_\_\_ Employee Name (print)

\_\_\_\_\_ Employee Signature

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_



**APPENDIX B**

**COVID-19 VISITOR HEALTH SCREENING FORM**

In the past 24 hours, have you experienced any of the following symptoms:

- \_\_\_\_\_ An atypical cough
- \_\_\_\_\_ Atypical shortness of breath

Or at least two of the following:

- \_\_\_\_\_ Fever of 100 degrees F or 37.8 degrees C, or above
- \_\_\_\_\_ Chills/Repeated Shaking
- \_\_\_\_\_ Muscle Pain
- \_\_\_\_\_ Sore Throat
- \_\_\_\_\_ Headache
- \_\_\_\_\_ New or Loss of Taste or Smell

If the visitor answered “yes” to any of the symptoms listed above, visitor is not permitted access to the premises. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

- \_\_\_\_\_ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?
- \_\_\_\_\_ Traveled internationally?

If visitor answered “yes” to either of these questions, visitor is not permitted access to the premises.

\_\_\_\_\_ Visitor is required to wear a face covering while in any public spaces within the Gladwin County buildings unless fully vaccinated (2 weeks have passed since final dose of an FDA-approved or authorized COVID-19 vaccine) and will comply with all COVID-19 protocols set forth in Gladwin County’s COVID-19 Preparedness and Response Plan.

Gladwin County employee informed visitor (s)he was \_\_\_ allowed or \_\_\_ not allowed into the building.

Date: \_\_\_\_\_ Visitor Name (print): \_\_\_\_\_

Employee Name: \_\_\_\_\_

## **APPENDIX C**

### **SIGNS FOR BUILDINGS**

Spectrum Health employer resources provided these signs that can be posted at building entrances and inside workplaces.

<https://www.spectrumhealth.org/covid19/employer-resources>



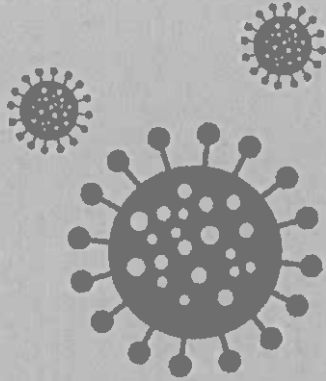
#### **Only Enter This Building If You:**

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

#### **All others:**

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



# Keeping Michigan Informed

## Novel Coronavirus 2019 (COVID-19)

### Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

### Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS

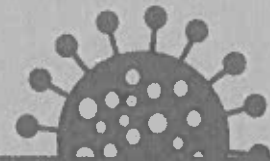


RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



### Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.\*

If your symptoms are life-threatening, call 911.

*\*Free screening available for all individuals in the state of Michigan.*

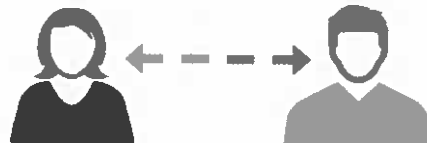
For more information visit [spectrumhealth.org/covid19](https://spectrumhealth.org/covid19).

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# HOW TO DO SOCIAL DISTANCING



**NO  
HANDSHAKES**



**KEEP YOUR DISTANCE  
6 FEET**



**WORK  
REMOTELY**



**AVOID  
CROWDS**



**WHEN SICK  
STAY HOME**



**WASH YOUR  
HANDS**

## IN THE WORKPLACE



**IMPORTANT**  
*Please Read*  
**Before You Continue**

**KEEP YOUR DISTANCE**



**AVOID  
TOUCHING AND  
CROWDS**



**WASH YOUR  
HANDS FOR 20  
SECONDS WITH  
SOAP**



**FACILITY GUIDELINES**

**FACE MASKS  
REQUIRED**



**UNLESS  
YOU ARE FULLY  
VACCINATED**

**APPENDIX D**  
**OTHER RESOURCES**

**Michigan Department of Labor and Economic Opportunity website:**

<https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>

**Michigan Department of Health and Human Services (MDHHS) website:**

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-533660--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-533660--,00.html)

**Occupational Safety and Health Administration website:** [www.osha.gov](http://www.osha.gov)

**National Institute for Occupational Safety and Health website:** [www.cdc.gov/niosh](http://www.cdc.gov/niosh)

**Centers for Disease Control and Prevention website:** [www.cdc.gov](http://www.cdc.gov)

**Helpful CDC Guidance:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

**CDC Handwashing Fact Sheet:**

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

**CDC Fact Sheet and Poster on Preventing the Spread of Germs:**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

**CDC Fact Sheet on What to Do if You Are Sick:**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

**CDC Poster for Entrance Reminding Employees Not to Enter When Sick:**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

**CDC Guidance on Reopening Businesses:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

## **APPENDIX E**

### **WORKSITE SUPERVISORS COVID-19 CONTROL STRATEGIES TO BE MONITORED**

In accordance with MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19), all businesses must designate worksite supervisors who are responsible for implementing, monitoring, and reporting on COVID-19 control strategies. A worksite supervisor may designate other employee(s) to perform the supervisory role.

#### **GLADWIN COUNTY COVID-19 Control Strategies Worksite Supervisors will:**

1. Observe employees and others for symptoms of COVID-19, including fever, shortness of breath, continuous cough; or two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, diarrhea, sore throat, or new loss of taste or smell.
2. Immediately isolate employees or visitors displaying symptoms of COVID-19, by sending the employee home or directing the visitor to leave the building.
3. If an individual displays symptoms of COVID-19, inform the Administration Office and Human Resources Director (Chief COVID-19 Officer) or, in her absence, the Board Chairperson, who will notify all employees of a possible suspected case.
4. Ensure employee and visitor screening takes place before entering the office.
5. Ensure that visitors only access areas for which they have been authorized.
6. Ensure the use of PPE, i.e., a face mask or face shield, when entering and exiting the building and while in enclosed public spaces for individuals who are not fully vaccinated (2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine).
7. Ensure social distancing of six feet or more between employees and others in the building for those who are unvaccinated. When this cannot be achieved, unvaccinated individuals will wear PPE (face mask).
8. Monitor for frequent hand washing and use of hand sanitizer.
9. Ensure the use of disinfecting wipes to clean frequently touched surfaces.
10. Encourage employee reporting of unsafe working conditions to any manager or director.



## APPENDIX F

### EMPLOYEE TRAINING

Gladwin County is considering the links listed below as proper training as required under state executive orders. To view the training video, right-click on the corresponding hyperlink (i.e. <https://www.youtube.com>), and select "Open Hyperlink."

1. Symptoms of COVID-19, including routes by which the virus causing COVID-19 is transmitted from person to person and distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.

<https://youtu.be/lQvhoFMdXJo>

2. Steps the worker must take to notify Gladwin County of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

See pages 3-5 of this Plan.

3. Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.

See Safe Work Practices, Basic Infection Prevention Measures, and Corrective and Administrative Controls in this Plan.

4. Following are rules employees must follow in order to prevent exposure to and spread of COVID-19:

- A. Stay home if you are sick or experiencing symptoms of COVID-19.
- B. Monitor yourself for symptoms of COVID-19; e.g., temperature taking, atypical cough, loss of taste, etc. (see page 9).
- C. Stay away from sick people.
- D. Self-quarantine for 14 days when traveling internationally or following travel by cruise ship.
- E. Wear personal protective equipment (PPE) while working in enclosed public spaces unless fully vaccinated (two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine).
- F. Wash hands frequently for 20 seconds using warm water and soap, thoroughly clean backs and palms of hands, between fingers and across fingertips.
- G. Use hand sanitizer.
- H. Clean and sanitize frequently touched surfaces such as door handles, keypads, counters, etc.
- I. Avoid touching your face.
- J. Cover your coughs and sneezes with tissues and properly dispose of used tissues in trash receptacle.
- K. Do not shake hands with others.

- L. Practice social distancing, staying six feet or more away from others unless fully vaccinated (two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine).
  - M. Report unsafe working conditions to your manager or to the Administration Office and Human Resources.
5. The use of PPE, including the proper steps for putting it on and taking it off:

<https://youtu.be/MA9CC-OfBV8>

6. Proper hand washing techniques:

<https://youtu.be/lisgnbMfKvI>

7. How to report unsafe working conditions.

See page 2 of this Plan.

8. Where employees may obtain an FDA-approved or authorized COVID-19 vaccine:

<https://www.vaccines.gov/>

<https://www.vaccines.gov/results/?zipcode=48154&medications=779bfe52-0dd8-4023-a183-457eb100fccc,a84fb9ed-deb4-461c-b785-e17c782cf88b,784db609-dc1f-45a5-bad6-8db02e79d44f&radius=25>

Or call the **COVID-19 Hotline at 888-535-6136** (press 1) 8 a.m. to 5 p.m., Monday-Friday, 8 a.m. to 1 p.m., Saturday and Sunday.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20