

Supervisor/Manager Guidance on COVID-19 Employee Leave Scenarios

Employee with symptoms of acute, respiratory illness – Not COVID-19 diagnosed / Potential Exposure

Scenario	Recommendation
Employee with symptoms (fever, coughing, aches)	<p>The employee should be directed to stay/go home and not come to work until they are free of fever and other symptoms for at least <u>24 hours</u>, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).</p> <p>Employees assigned to the County Emergency Operations Center must be directed to stay/go home and not come to work until they are free of fever and other symptoms for at least <u>72 hours</u>, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).</p>
Employee notified of POTENTIAL exposure, no symptoms	As long as the employee who was notified of a potential exposure to COVID-19, was not ordered to quarantine or to self-isolate by a medical practitioner or Public Health official, and is not having symptoms the employee can come/return to work. The employee should notify their primary care provider should they develop symptoms.
Temporary Telework	If the employee has minor symptoms and chooses to telework, temporary telework options should be evaluated by the department per the Temporary Telework Guidelines, with the understanding that telework employee authorizations must be prioritized.
Doctor's Note	We are not requiring a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
FMLA/CFRA	FMLA/CFRA notification is not necessary for an employee taking time off when suffering for acute respiratory illness or caring for a sick family member as sufficient doctor's certification is required to support these leave types and will similarly overwhelm doctor's offices.
Sick Leave Accrual Advance, Sick Leave and other Leaves	<p>All regular (full and part-time) employees who exhaust their leave balances and who continue to be unable to return to work shall receive an advance of up to 80 hours of sick leave <u>upon request</u> (pro-rated for part-time based on allocated FTE). Leave will be available for use for the pay period beginning 3/22/2020. This sick leave advance will be repaid over the following 18 pay periods. Employees will not accrue additional sick leave while the advance is being repaid.*</p> <p>Employee <u>can use sick leave for this scenario, as well as</u>, vacation, compensatory time, and personal leave hours in accordance with their MOU.</p>
Families First Coronavirus Response Act <u>Effective April 1, 2020</u>	Emergency Paid Sick Leave <ul style="list-style-type: none"> • Employees eligible regardless of length of employment if unable to work or telework • Due to COVID-19 quarantine or isolation order; doctor advice to self-quarantine, seeking medical diagnosis <ul style="list-style-type: none"> ○ 100% of regular rate of pay – max \$511/day – total \$5110 • Caring for individual in quarantine or isolation; caring for son or daughter due to child care <ul style="list-style-type: none"> ○ 2/3 of regular rate of pay – max \$200/day – total \$2000

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Employees with a documented COVID-19 exposure, a positive COVID-19 diagnosis

Scenario	Recommendation
Employee with Documented Exposure, Diagnosis	<p><u>Exposure</u>: The employee should be directed to stay home for a minimum of 14 calendar days (quarantined) from the date of exposure, unless the County Public Health Officer indicates that the employee may return earlier.</p> <p><u>Diagnosis or Symptoms</u>: The employee should be directed to stay home until they are cleared to return to work by the County Public Health Officer or their health care provider.</p>
Temporary Telework	If the employee is quarantined and asymptomatic, temporary telework options should be evaluated by the department per the Temporary Telework Guidelines, with the understanding that telework employee authorizations must be prioritized.
Doctor's Note	We are not requiring a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
FMLA/CFRA	If the employee receives a positive COVID-19 diagnosis, provide FMLA/CFRA information to the employee, with or without a medical note, as this qualifies as a serious medical condition. FMLA/CFRA hours will be recorded.
Sick Leave Accrual Advance, Sick Leave, and other Leaves	<p>All regular (full and part-time) employees who exhaust their leave balances and who continue to be unable to return to work shall receive an advance of up to 80 hours of sick leave upon request (pro-rated for part-time based on allocated FTE). Leave will be available for use for the pay period beginning 3/22/2020. This sick leave advance will be repaid over the following 18 pay periods. Employees will not accrue additional sick leave while the advance is being repaid.*</p> <p>Employee can use sick leave for this scenario, as well as, vacation, compensatory time and personal leave in accordance with the MOU.</p>
Exhaustion of Accruals	An employee who receives COVID-19 diagnosis or is taking care of a dependent with COVID-19 diagnosis and exhausts all forms of leave can apply for COVID-19 Catastrophic Leave donations. During this Coronavirus emergency, the County will waive the "twenty six (26) pay periods in paid status" and "one (1) hour donation to catastrophic leave bank" eligibility requirements for COVID-19 Catastrophic leave.
Families First Coronavirus Response Act <u>Effective April 1, 2020</u>	<p>Emergency Paid Sick Leave</p> <ul style="list-style-type: none"> • Employees eligible regardless of length of employment if unable to work or telework • Due to COVID-19 quarantine or isolation order; doctor advice to self-quarantine, seeking medical diagnosis <ul style="list-style-type: none"> ○ 100% of regular rate of pay – max \$511/day – total \$5110 • Caring for individual in quarantine or isolation; caring for son or daughter due to child care <ul style="list-style-type: none"> ○ 2/3 of regular rate of pay – max \$200/day – total \$2000

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California Department of Public Health (CDPH) Recommendation to Self-Isolate

Scenario	Recommendation
Recommendation to self-isolate due to CDPH guidelines regarding: Age 65+, Underlying chronic conditions, Compromised immune systems	<p>Employees are NOT to be sent home. The employee must make their own determination whether or not to act in accordance with the CDPH guidelines.</p> <p>Temporary telework options should be evaluated by the department per the Temporary Telework Guidelines to determine if employees can work from home, with the understanding that telework employee authorizations must be prioritized.</p> <p>Employee can use sick leave for this scenario, as well as, vacation, compensatory time, and personal leave hours in accordance with their MOU.</p> <p>All regular (full and part-time) employees who exhaust their leave balances and who continue to be unable to return to work shall receive an advance of up to 80 hours of sick leave upon request (pro-rated for part-time based on allocated FTE). Leave will be available for use for the pay period beginning 3/22/2020. This sick leave advance will be repaid over the following 18 pay periods. Employees will not accrue additional sick leave while the advance is being repaid.*</p>

County Order to Shelter-in-Place due to COVID-19 Pandemic

Scenario	Recommendation
Workers Performing Essential Operations	<p>Departments should refer to their Continuity of Operations (COOP) for determining critical work functions, essential staff, and alternate work locations or arrangements.</p> <p>Departments should identify alternate work locations or temporary telework options for employees, per the Temporary Telework Guidelines, with the understanding that telework employee authorizations must be prioritized.</p>
Workers Performing Non-Essential Operations	<p>Departments should identify employees to assist in essential operations.</p> <p>Departments should identify temporary telework options for employees to perform non-essential work if beneficial to the County per the Temporary Telework Guidelines, with the understanding that telework employee authorizations must be prioritized.</p>
Disaster Service Work	<p>Employees may be ordered to report for a disaster service work assignment if not able to assist in essential operations or telework to perform department approved non-essential work.</p>
Temporary Telework	<p>The department should evaluate temporary telework options, per the Temporary Telework Guidelines, with the understanding that telework employee authorizations must be prioritized.</p>

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School, Daycare or Caregiver Location Closures

Scenario	Recommendation
Type of closure	Applies to closure of an employee's child's school, including private schools, daycare or caregiver facility closed for public health emergency reasons.
Lack of Childcare	Children are not permitted at work. Employees can use any available accruals to stay at home due to child care.
Temporary Telework	The department should evaluate temporary telework options, if applicable, per the Temporary Telework Guidelines, with the understanding that telework employee authorizations must be prioritized
Sick Leave Accrual Advance, Sick Leave, and other Leaves Exhaustion of Accruals	<p>All regular (full and part-time) employees who exhaust their leave balances and who continue to be unable to return to work shall receive an advance of up to 80 hours of sick leave upon request (pro-rated for part-time based on allocated FTE). Leave will be available for use for the pay period beginning 3/22/2020. This sick leave advance will be repaid over the following 18 pay periods. Employees will not accrue additional sick leave while the advance is being repaid.*</p> <p>Employee can use sick leave for this scenario, as well as vacation, compensatory time, and personal leave hours in accordance with their MOU.</p>
<p>Families First Coronavirus Response Act</p> <p><u>Effective April 1, 2020</u></p>	<p>Expands FMLA eligibility for reasons of unable to work or telework due to child care effective on 31st day of employment</p> <ul style="list-style-type: none"> • Paid leave in an amount of at least 2/3 of the employee's regular rate of pay for the hours the employee would normally be scheduled to work, but not to exceed \$200/day and \$10,000 in total (after an initial 10-day unpaid period, during which employee may use their own accruals, or the Emergency Paid Sick Leave.). • FFCRA does not provide an additional 12 weeks of FMLA, but rather, it provides a new qualifying event; it does not provide additional FMLA benefits to those who have already exhausted their FMLA benefits for the current 12 months. <p>Emergency Paid Sick Leave</p> <ul style="list-style-type: none"> • Employees eligible regardless of length of employment if unable to work or telework • Caring for individual in quarantine or isolation; caring for son or daughter due to child care • 2/3 of regular rate of pay – max \$200/day – total \$2000

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Return to Work Guidelines

Scenario	Recommendation
Employee with symptoms of acute, respiratory illness – <u>Not COVID-19 diagnosed</u>	The employee should not come to work until they are free of fever and other symptoms for at least <u>24 hours</u> , without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). <u>Employees assigned to the County Emergency Operations Center</u> must not come to work until they are free of fever and other symptoms for at least <u>72 hours</u> , without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
<u>Potential</u> Exposure to COVID-19	As long as the employee who was notified of a potential exposure to COVID-19, was not ordered to quarantine or to self-isolate by a medical practitioner or Public Health official, and is not having symptoms the employee can come/return to work. The employee should notify their primary care provider should they develop symptoms.
Employees with a <u>documented</u> COVID-19 exposure, a <u>positive</u> <u>COVID-19 diagnosis</u>	<u>Documented Exposure:</u> The employee should be able to return to work after a minimum of 14 calendar days (quarantined) from the date of exposure, unless the County Public Health Officer indicates that the employee may return earlier. <u>Positive Diagnosis or Symptoms:</u> The employee should be cleared to return to work by the County Public Health Officer or their health care provider.
Employees decided to <u>Self-Isolate</u> in consideration of California Department of Public Health (CDPH) Recommendation to Self-Isolate	Employees may return to work at any time upon their decision to return to work, as long as the employee does not have any symptoms associated with COVID-19 No doctor's note is required.
Employees out sick <u>NOT</u> due to COVID-19 related reasons	Employees will follow standard procedures for returning to work per their MOU.

** This means that the normal biweekly sick leave accrual for a full-time employee (1.0 FTE) of 4.616 hours will not be accumulated and added to their balance until the 18th repayment has occurred. The advanced hours will **be available** for use for the pay period beginning 3/22/2020. Refer to the **COVID-19 Advanced Sick Leave Program (soon to be posted)** for payback of advanced sick leave upon termination of employment or retirement.*