

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;
- $\frac{2}{3}$ 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 $\frac{2}{3}$ 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">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	<ol style="list-style-type: none">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; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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► 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



CORONAVIRUS

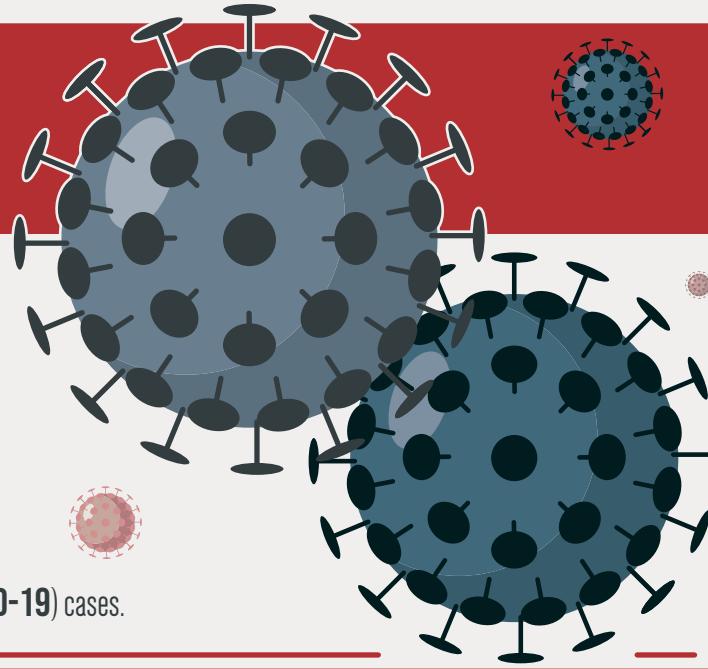
STAYING INFORMED

The Centers for Disease Control and Prevention (CDC) is still learning about the virus that causes the disease named "CORONAVIRUS DISEASE 2019" (abbreviated "COVID-19").

The virus is thought to spread mainly from person-to-person transmission:

- Between people who are in close contact with one another
- Through respiratory droplets that are produced when an infected person coughs or sneezes

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed CORONAVIRUS DISEASE 2019 (COVID-19) cases.



THE FOLLOWING SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE:



FEVER



COUGH



SHORTNESS OF BREATH

PREVENTING THE SPREAD OF DISEASE

Use good respiratory etiquette and hand hygiene to prevent the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Dispose of your used tissue in the trash
- If you do not have a tissue, cough or sneeze into your shirt sleeve instead of your hands
- Remember to wash your hands after you cough or sneeze:
 - Wash with soap and water
 - If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol

Good hand hygiene includes washing your hands with soap and water for at least 20 seconds. Not sure how long 20 seconds is? Hum the "HAPPY BIRTHDAY" song from beginning to end twice.

ADDITIONAL STEPS THAT CAN HELP PREVENT THE SPREAD OF CORONAVIRUS INCLUDE:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, mouth, and face.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often, especially after going to the bathroom; before eating; and after you blow your nose, cough, or sneeze.

IF YOU GET SICK

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, call your health care provider immediately.

To prevent others from getting sick, stay home except to get medical care. Avoid public areas and public transportation.



WORKPLACE PREVENTION

The CDC has released recommended strategies for companies to use to help reduce workplace exposures to acute respiratory illnesses.

All companies should be ready to implement strategies to protect their workforce from COVID-19 while maintaining continuity of operations.

IT IS RECOMMENDED THAT WORKERS WHO HAVE SYMPTOMS OF ACUTE RESPIRATORY ILLNESS STAY HOME AND DO NOT COME TO WORK UNTIL THEY ARE FEVER FREE FOR AT LEAST 24 HOURS.

Workers should notify their supervisor and stay home if they are sick.

COMPANIES SHOULD:

- Actively encourage sick workers to stay home
- Separate sick workers and immediately send home workers who become ill during the workday
- Explore the potential for policies, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts)
- Encourage workers who are able to telework to stay home instead of coming into the workplace
- Emphasize good respiratory etiquette and good hand hygiene
- Perform routine environmental cleaning
- Advise workers who travel for business to follow CDC guidance on travel
- Provide tissues and no-touch disposal receptacles for worker use
- Provide soap and water and alcohol-based hand sanitizers in the workplace
- Provide disposable wipes so that workers can wipe down commonly used surfaces before and after each use

For more information and updates, visit the CDC's website at [HTTPS://CDC.GOV](https://cdc.gov).

Developed by:



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CORONAVIRUS

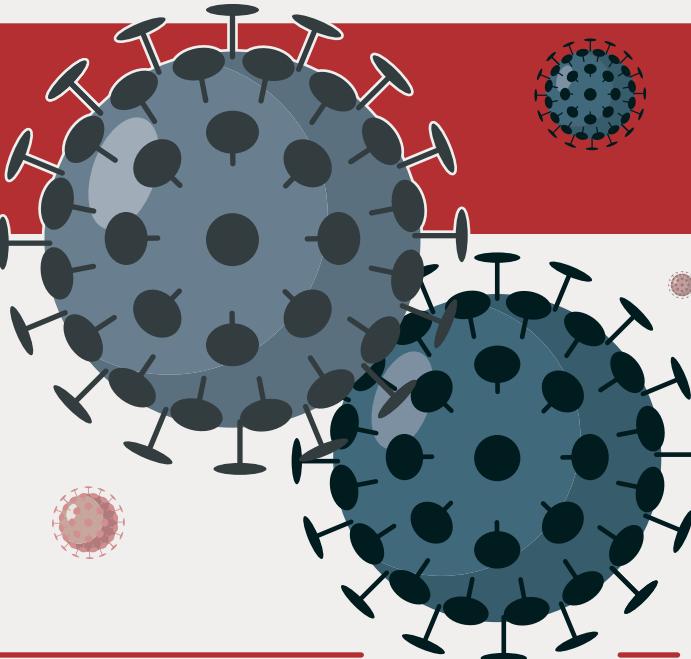
MANTENIENDOSE INFORMADO

Los Centros para el Control y la Prevención de Enfermedades (CDC) todavía están aprendiendo del virus que causa el enfermedad llamado "CORONAVIRUS 2019" (abreviada como "COVID-19").

Se cree que el virus se propaga principalmente por contacto de persona-a-persona:

- Entre personas que están en contacto cerca uno con el otro
- A través de gotas respiratorias que se producen cuando una persona infectada tose o estornuda

Las enfermedades reportadas han variado desde síntomas leves a enfermedades graves, y hasta produjeron muertes para casos confirmados de la enfermedad CORONAVIRUS 2019 (COVID-19).



LOS SIGUIENTES SÍNTOMAS PUEDEN APARECER 2-14 DÍAS DESPUÉS DE EXPOSICIÓN:



FIEBRE



TOS



DIFÍCULTAD
PARA RESPIRAR

PREVINIENDO LA PROPAGACIÓN DE ENFERMEDAD

Usa etiqueta respiratoria y higiene de mano buena para prevenir la propagación de gérmenes:

- Cubre la boca ya la nariz con un pañuelo desechable cuando tosa o estornude
- Deseche el pañuelo desechable usada en la basura
- Si no tienes un pañuelo desechable, tose o estornude en la manga de su camisa en lugar de las manos
- Recuerde lavarse las manos después de toser o estornudar:
 - Lava con agua y jabón
 - Si no hay agua y jabón disponible, use un desinfectante de manos a base de alcohol que contenga al menos 60% de alcohol



Higiene de manos buena incluye lavándose los manos con jabón y agua por lo menos para 20 segundos.

No estas seguro cuanto duran 20 segundos? Canta la canción "**YA QUEREMOS PASTEL**" de principio al final dos veces.



PASOS ADICIONALES QUE PUEDE AYUDAR PREVENIR LA PROPAGACIÓN DE CORONAVIRUS INCLUYE:

- Evitar el contacto cercano con personas enfermas.

- Evitar tocarse los ojos, la nariz, la boca, y la cara.

- Quedarse en casa si está enfermo.

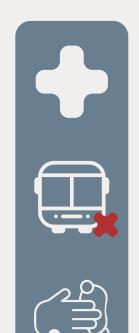
- Limpiar y desinfectar los objetos y las superficies que se tocan frecuentemente, usando un producto común de limpieza de uso doméstico en rociador o toallita.

- Lávese los manos con frecuencia, especialmente después de ir al baño, antes de comer; y después de sonarse la nariz, toser, o estornudar.

SI SE ENFERMAS

 Si presentas fiebre y síntomas enfermedades respiratorias, como tos o dificultad de respirar, llama inmediatamente a su proveedor de atención médica.

Para evitar que otros se enfermen, quédese en casa excepto para recibir atención médica. Evite las áreas públicas y el transporte público.



PREVENCIÓN EN EL LUGAR DE TRABAJO

Los CDC han publicado estrategias recomendadas para que las compañías utilicen para ayudar reducir la exposición en el lugar de trabajo a enfermedades respiratorias agudas.

Todas las compañías deben estar preparados a implementar estrategias para proteger a su fuerza de trabajo de COVID-19 manteniendo al mismo tiempo la continuidad de las operaciones.



SE RECOMIENDA QUE LOS TRABAJADORES QUE TIENEN SÍNTOMAS DE ENFERMEDAD RESPIRATORIA AGUDA SE QUEDEN EN CASA Y NO VENGAN A TRABAJAR HASTA QUE ESTÉN LIBRES DE FIEBRE DURANTE AL MENOS 24 HORAS.

Los trabajadores deben notificar a su supervisor y quedarse en casa si están enfermos.

COMPANÍAS DEBEN:

- Alentar activamente a los trabajadores enfermos a quedarse en casa
- Separar los trabajadores enfermos y mandar a su casa inmediatamente los que se enferman durante el día de trabajo
- Explorar el potencial de pólizas, como los lugares de trabajo flexibles (por ejemplo, el teletrabajo), y las horas de trabajo flexibles (por ejemplo turnos escalonados)
- Alentar a los trabajadores que pueden teletrabajar a quedarse en casa en lugar de entrar en el lugar de trabajo
- Enfatizar una buena etiqueta respiratoria y una buena higiene de las manos
- Realizar una limpieza ambiental rutinaria
- Aconsejar a los trabajadores que viajan por negocios que sigan las instrucciones de los CDC sobre viajes
- Proporcionar pañuelos desechables y receptáculos de eliminación sin contacto para uso de los trabajadores
- Proporcionar jabón y agua y desinfectantes de mano a base de alcohol en el lugar de trabajo
- Proporcionar toallitas desechables para que los trabajadores puedan limpiar las superficies de uso común antes y después de cada uso

Para obtener más información y actualizaciones, visite el sitio web de los CDC en [HTTPS://CDC.GOV](https://CDC.GOV).

Desarrollado por:



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