

## School, Daycare or Caregiver Location Closures, March 14, 2020

| Scenario   | Recommendation  |
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| 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.   |
| Temporary Telework   | The department should evaluate temporary telework options, if applicable, per the Temporary Telework Guidelines   |
| Exhaustion of Accruals   | <p>The County will advance 80.96 hours of sick leave to all allocated County employees (pro-rated for part-time based on allocated FTE at date of advance). Leave will be available for use the pay period beginning 3/10/2020. This sick leave advance will be repaid over the next 22 pay periods starting 3/24/2020. Employees will not accrue additional sick leave while the advance is being repaid. *</p> <p>For this emergency, employee may utilize all accrued leave based on their preference, except those circumstance in which there was pre-planned time off for Spring Break. Employees may not use sick leave hours for this circumstance. (Normally, sick leave would not be available for a school closure. An exception is being made during this pandemic event.)</p> <p>The County is waiving the annual cap on sick leave usage for extra-help employees during this pandemic event.</p> |
| LWOP   | Employees may use leave without pay in accordance to their MOU or Salary Resolution.  |
| Schools Closure Occurs at same time as County Facility closure | County Closure operational plan is primary over School Closure operational plan.  |

**Employee with symptoms of acute, respiratory illness – Not COVID diagnosed, March 14, 2020** (Not for Employees with a COVID-19 exposure, a positive COVID-19 diagnosis or those who have traveled to CDC High Risk Area)

| Scenario  | Recommendation   |
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| Employee with symptoms (fever, coughing, aches)         | 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 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).   |
| 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.  |
| 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   | UPDATE (3/13/20): 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. Write “No Note” on the top of the LOA.  |
| Sick Leave Accrual Advance, Sick Leave and other Leaves | <p>The County will advance 80.96 hours of sick leave to <u>all regular</u>, allocated County employees (pro-rated for part-time based on allocated FTE). Leave will be available for use beginning 3/10/2020. This sick leave advance will be repaid over the next 22 pay periods. Employees will not accrue additional sick leave while the advance is being repaid.*</p> <p>Employee will use sick leave, vacation, compensatory time, supervisory leave hours, and floating holiday time in accordance with their MOU.</p> <p>The County is waiving the annual cap on sick leave usage for extra-help employees during this pandemic event.</p>                                 |
| Exhaustion of Accruals                                  | <p>An employee who exhausts all forms of leave can apply for Catastrophic Leave donations. During this Coronavirus emergency, the County will waive the “two-thousand eighty (2,080) hours (one year) in paid status” eligibility requirement for Catastrophic leave.</p> <p>Some employees may also be eligible for benefits under their optional short-term disability plan. SEIU, ESC, and Confidential employees, have access to a voluntary, employee paid plan. SCLEA, SCLEMA, DSA, and DSLEM may have short-term benefits available under their PORAC plan. Employees at the Community Development Commission have access to State Disability Insurance (SDI) benefits.</p> |

**Employees with a documented COVID-19 exposure, a positive COVID-19 diagnosis or those who have traveled to CDC High Risk Area, March 14, 2020**

| Scenario   | Recommendation  |
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| Employee with Documented Exposure, Diagnosis or travel to CDC High Risk Area | <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. Employees should be symptom free for at least 24 hours before returning to work.</p> <p><u>Travel:</u> The CDC states that employee should be directed to stay home for a minimum of 14 calendar days (quarantined) from the date of exposure, or the date they left an area with widespread or ongoing community spread (Level 3 Travel Health Notice. Department should contact the Public Health Officer for direction. For updated information on countries with Level 3 Notices, refer to the CDC website: <a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html</a></p> |
| Temporary Telework   | If the employee is quarantined and asymptomatic, temporary telework options should be evaluated by the department per the Temporary Telework Guidelines.  |
| 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  | UPDATE (3/13/20): 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. If a note is not provided, write “No Note” on top of the LOA. FMLA/CFRA hours will be recorded.  |
| Sick Leave Accrual Advance, Sick Leave, and other Leaves                     | <p>The County will advance 80.96 hours of sick leave to all regular, allocated County employees (pro-rated for part-time based on allocated FTE). Leave will be available for use beginning 3/10/2020. This sick leave advance will be repaid over the next 22 pay periods. Employees will not accrue additional sick leave while the advance is being repaid.*</p> <p>Employee will use sick leave, vacation, compensatory time and floating holiday time in accordance with the MOU.</p> <p>The County is waiving the cap on annual sick leave usage for extra-help employees during this pandemic event.</p>   |
| Exhaustion of Accruals   | An employee who exhausts all forms of leave can apply for Catastrophic Leave donations. During this Coronavirus emergency, the County will waive the “two-thousand eighty (2,080) hours (one year) in paid status one year” eligibility requirement for Catastrophic leave.   |

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|  | Some employees may also be eligible for benefits under their optional short-term disability plan. SEIU, ESC, and Confidential employees, have access to a voluntary, employee paid plan. SCLEA, SCLEMA, DSA, and DSLEM may have short-term benefits available under their PORAC plan. Employees at the Community Development Commission have access to state disability insurance benefits. |
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## County Facility Closure due COVID-19 pandemic, March 14, 2020

| Scenario   | Recommendation  |
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| Full Shut Down of Facility                                     | Departments should refer to their COOP for determining critical work functions, essential staff, and alternate work locations or arrangements.  |
| Partial Shut Down of Facility                                  | Departments should identify alternate work locations or temporary telework options for employees, per the Temporary Telework Guidelines.  |
| Disaster Service Work  | Employees may be ordered to report for a disaster service work assignment.  |
| Temporary Tele-work  | The department should evaluate temporary telework options, per the Temporary Telework Guidelines.   |
| Disaster Pay for Hours Not Worked                              | Employees who are able to work, but for which there is no alternative work site, telework or disaster service work available, will receive up to 40 hours of Disaster Paid Not Worked (DPNW) leave. This pay will only be available for employees who are not offered work and need DPNW to meet their FTE. This pay will not be counted toward hours worked for overtime.* |
| Schools Closure Occurs at same time as County Facility closure | When County facility closure and school closure happen at the same time follow County Facility Closure guidelines.  |
| Additional Paid Leave Options                                  | The EDD is accepting claims for unemployment insurance for lost work time due to facility closures.   |

**Sick Leave Advance:** Due to the current public health emergency, the County is advancing 80.96 hours of sick leave to all allocated employees (pro-rated for part-time employees based on FTE at date of advance). The accrual advance will be repaid over the subsequent 22 pay periods beginning March 24, 2020. This means that the normal biweekly sick leave accrual for a full-time employee (1.0 FTE) of 3.68 hours will not be accumulated and added to their balance until the 22 repayment has occurred. The advanced hours will be available for the pay period beginning March 10, 2020. No action will be taken to collect advanced accruals that have not been repaid past the 22 pay periods, or if an employee terminates County services prior to completing the repayment. If an employee retires from County service with a sick leave balance and has not repaid all of their advanced sick leave, sick leave balance will be reduced by any outstanding advanced accruals prior to calculating sick leave conversion to retirement service credit or cash-payment.

**Disaster Paid Not Worked (DPNW):** Employees who are able to work, and are not assigned an alternative work location, not assigned temporary telework per the Temporary Telework Guidelines, or not assigned as a disaster service worker may be eligible to receive up to 40 hours of Disaster Paid Not Worked (DPNW). DPNW hours will not be entered into timecards by employees. Department Payroll Clerks will enter DPNW as needed fill the employee's timecard to meet their FTE during the approved time period. DPNW hours will not be counted towards hours worked for overtime.