

# UPDATED COVID 19 ISOLATION AND QUARANTINE PROCEDURES FOR EMPLOYEES

(Board approved 1/12/2021)

## **When an employee tests positive for COVID 19:**

If an employee has a positive test for COVID 19 they must quarantine for 10 days and be fever free without medication for 24 hours prior to returning to work.

## **When an employee has symptoms but is not tested:**

Employee may return to work if they are symptom free for 72 hours without medication.

## **When an employee has a known exposure to COVID 19 positive case:**

If the employee is in a household with someone who tests positive for COVID 19 they must quarantine for 10 days and be symptom free for 24 hours prior to returning to work.

If an employee has been in close contact (less than 6 feet apart for an accumulative total of 15 minutes or longer) with an individual who tests positive for COVID 19 they must quarantine for 10 days and be symptom free for 24 hours prior to returning to work.

If an employee has been in an area with an individual who tests positive for COVID 19 but, they have not been in close contact (less than 6 feet apart for an accumulative total of 15 minutes or longer) they may return to work the next day.

## **When an employee requests to miss work due to fear of catching the virus:**

Employees must have written documentation from a doctor stating a medical reason to miss work.

The ACSD school board extended the FAMILIES FIRST CORONAVIRUS RESPONSE ACT until March 31, 2021. This extension does not add additional leave time to employees who have previously exhausted their leave under the FFCRA. In order to receive the FFCRA leave the employee must have written documentation from a doctor or be placed on quarantine by ACSD administration.

The EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT will be followed concerning pay of employees who miss work. (Attached) (Board extended through March 31, 2021)



# 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:

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| <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> |
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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](https://dol.gov/agencies/whd)



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