



# UC San Diego

UCSD COVID Business Outreach Project



# Small Business Safe Reopening Toolkit

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Thank you for your interest in our **Small Business Safe Reopening** toolkit. The UCSD COVID Business Outreach Program is a team of volunteers committed to providing material that supports the public during the Coronavirus pandemic.

This toolkit provides information, checklists and graphics to help:

- Learn more about COVID-19
- Implement on-site safety measures in your business including employee health screening and social distancing
- Review your business's compliance to CDC, state, and county guidelines

The toolkit and its materials are based on recommendations from the CDC, San Diego Public Health Services, and other reputable health information organizations. The information provided in the toolkit does not replace medical advice. If you or an employee is a contact of someone with COVID-19, experiencing any symptoms of COVID-19, or has been tested for COVID-19, please contact a healthcare provider or call 2-1-1.

If you have additional questions, contact the resources below.

CDC: Businesses and Workplaces

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

2-1-1 San Diego: A free 24 hour confidential phone service

*Dial 2-1-1*

<https://211sandiego.org/>

email [COVID19BusinessQuestions@sdcounty.ca.gov](mailto:COVID19BusinessQuestions@sdcounty.ca.gov)

**Contact or schedule an informational meeting with the Business Safety Outreach Program at**

Email: [CoRespond.Business@gmail.com](mailto:CoRespond.Business@gmail.com)

Phone: 619-335-5882



# Small Business Safe Reopening Toolkit

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# Why are COVID-19 precautions important?

1. To protect yourself
2. To protect the most vulnerable, including loved ones
3. To keep the economy on the road to recovery!

Workplace safety is important for keeping businesses open

The county is constantly monitoring the COVID-19 situation. If infections pass certain thresholds, or “triggers,” the county or state will force business closures again.

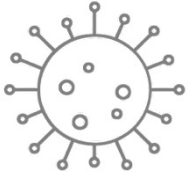
We all have to do our part, both at work and at home, to prevent coronavirus from spreading so that we can continue towards a safe reopening and recovery.

See the current status of the shutdown triggers at  
[www.coronavirus-sd.com](http://www.coronavirus-sd.com)



# 1 What if I feel sick?

1. **KNOW** the symptoms of COVID-19:



Fever or chills

Sore throat

Headache

Nausea or vomiting

Cough

Body aches

Loss of taste or smell

Diarrhea

Shortness of breath

Fatigue

Congestion / runny nose

2. **DO NOT COME INTO WORK** and stay home if you have any COVID-19 symptoms.

3. **NOTIFY** your employer.

- You may be eligible for paid sick leave for seeking testing for COVID-19 or complying with quarantine orders (see the Employee Rights Factsheet on pg. 19 for more details).<sup>2</sup>
- Your employer will maintain your information confidential.<sup>3</sup>

4. **CALL** to get free COVID-19 testing.

Stay home and call your  
healthcare provider or  
**CALL 2-1-1**



Your **healthcare provider** or **2-1-1** will connect you with **FREE TESTING**<sup>4</sup>. You can also make an appointment at a free testing center on the county's website: **[sandiegocounty.gov](https://sandiegocounty.gov)**

**NOTE:** Call 911 for life threatening symptoms, including but not limited to: trouble breathing, inability to wake or stay awake, persistent pain or pressure in the chest, bluish lips or face, or new confusion



## 1.1 Notify your employer.

You do not need to inform your coworkers - your employer will notify other employees who may have been exposed as needed while keeping your information **confidential**.<sup>3</sup>



Under the Families First Coronavirus Response Act (FFCRA), **you may be entitled to PAID SICK LEAVE** if you are<sup>2</sup>:

1. Experiencing symptoms of COVID-19 and are seeking a medical diagnosis
2. Quarantined by federal, state, or local government officials, or by a healthcare provider

## 1.2 Paid Family Leave

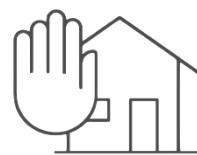
You may also be entitled to **PAID FAMILY LEAVE** to care for a family member who is sick with COVID-19 or to care for a child whose child care is unavailable due to COVID-19.



See the Employee Rights factsheet for all qualifying reasons for paid leave related to COVID-19 (pg. 19 of this packet).



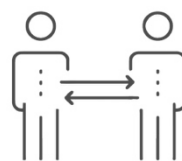
## 2 Staying Safe at Work and at Home



Tips for employee safety in the workplace and at home

The most important things you can do are following standard prevention measures:

- A. Maintain **6 feet** social distancing
- B. Cough or sneeze into a tissue or the inside of your elbow
- C. Wash your hands **frequently** for 20 seconds with soap and running water
- D. Use hand sanitizer with at least 60% alcohol only if soap and water are unavailable
- E. **Avoiding touching** your eyes, nose, and mouth
- F. Use a **cloth facemask** to protect others



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### IMPORTANT TO KNOW

Even if you have no symptoms, you could have COVID-19 and could be spreading it to others!

That's why it's important to take these precautions **even if you don't feel sick** and any time you are with someone who is **not part of your household unit**.

\*Only carpool to and from work with members of your household

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### 3 Importance of getting the influenza vaccine this September/October

*Adapted from "Frequently Asked Influenza (Flu) Questions: 2020-2021 Season" by the CDC*

- Preliminary estimates from the CDC suggest that up to 62,000 people died from flu in the 2019-2020 flu season<sup>5</sup>
- Flu *and* COVID-19 will likely be spreading this winter
- Flu symptoms can mimic COVID-19, so employees that get flu will be unable to work and businesses may have to follow procedures that assume the employee have COVID-19
- Even though there isn't a COVID-19 vaccine yet, there is a flu vaccine
- Slowing the spread of the flu by getting vaccinated will reduce the burden on the healthcare system during the COVID-19 pandemic

Flu vaccines also provide personal health benefits, including:

- Keeping you from getting sick with flu
- Reducing the severity of your illness if you do get the flu
- Reducing your risk of a flu-associated hospitalization



CDC recommends that all people 6 months and older get a yearly flu vaccine.

For more information visit: <https://www.cdc.gov/flu/season/faq-flu-season-2020-2021.htm>



## 4 Important Information for employers

### Mandatory: Safety Requirements for businesses to open

Make sure to implement **all requirements** from the *County of San Diego Safe Reopening Plan* (included on pg. 12 of this packet).



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### Additional Tips for Employee Safety

1. **Review** and **implement** all relevant suggestions from the **industry-specific** state guidelines:  
  
<https://covid19.ca.gov/industry-guidance/>
2. **Train employees** on updated safety policies and practices, including the information on the *Employee Rights* handout (pg. 19)
3. Encourage employees to **stay home if sick** and inform them of paid sick and family leave rights
4. Stress the importance of **maintaining safety practices outside of the workplace** for slowing the spread of COVID-19 and keeping the county open
5. **Sign up** for the county's business newsletter to stay updated on the latest guidelines and official directives:

<https://app.smartsheet.com/b/form/02c91f7b6ce944f8b5a1562e9b607ce8>



## 5 What to do if an employee has suspected or confirmed COVID-19



*Adapted from "Responding to COVID-19 in the Workplace" by the California Department of Public Health. See the full guidance:*

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

### Key Points:

1. **Prepare** to identify COVID-19 outbreaks in the workplace
2. **Send employees home** if they:
  - have **symptoms** of COVID-19 (see pg. 4). They should also contact their healthcare provider or 211 to arrange **free COVID-19 testing**.
  - were **diagnosed** with COVID-19
  - are **waiting for test results** for COVID-19
3. **Call 211** to notify the local health department of a confirmed or suspected outbreak in the workplace, or a laboratory confirmed case at the workplace.
4. **Report** COVID-19 cases to CAL/OSHA if COVID-19 results in the hospitalization or death of an employee, even if it is unclear whether it was contracted at work.
5. **Identify** additional employee cases and close contacts to control further spread
6. **Notify employees** who may have been exposed. However, maintain the **confidentiality** of the employee with suspected or confirmed COVID-19 at all times.
7. **Determine** when it is appropriate for cases and contacts of cases to return to work by consulting with your local health department / CDC guidance (call 211).
8. Perform more frequent **cleaning and disinfection** after employees with COVID-19 have been at work.
9. **Stay up-to-date** on guidance from the Governor's Office, Cal/OSHA, and the CDC



## 6 Paid Sick and Family Leave and New Tax Credits

Under the Families First Coronavirus Response Act (FFCRA), certain employers (employers with less than 500 employees) are **required to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19**. In order to ease the burden on employers, the FFCRA also includes COVID-19 related tax credits.<sup>6</sup>

What tax credits does the FFCRA provide?

The FFCRA provides businesses with tax credits to cover certain costs of providing employees with required paid sick leave and expanded family and medical leave for reasons related to COVID-19, from April 1, 2020, through December 31, 2020.<sup>6</sup>

When can employers start claiming the credits?



- A. Eligible Employers may claim tax credits for qualified leave wages paid to employees on leave due to paid sick leave or expanded family and medical leave for reasons related to COVID-19 for leave taken beginning on April 1, 2020 and ending on December 31, 2020.<sup>6</sup>
- B. Eligible Employers will claim the credits on their federal employment tax returns (e.g., Form 941, Employer's Quarterly Federal Tax Return), but they can benefit more quickly from the credits by reducing their federal employment tax deposits.<sup>6</sup>

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**\*\*\*For eligible employers, paid sick leave wages due to COVID-19 will be fully reimbursed by the IRS through refundable tax credits.**

For more information visit:

<https://www.irs.gov/newsroom/covid-19-related-tax-credits-for-paid-sick-and-paid-family-leave-overview>

or see the Families First Coronavirus Response Act for Employers on pg. 17

For help filing taxes or tax credits, **call 211**.



## References

1. Centers for Disease Control and Prevention. Coronavirus Disease 2019 Symptoms. Centers for Disease Control and Preventions website. May 13, 2020. Accessed July 06, 2020. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
2. Families First Coronavirus Response Act: Employee Paid Leave Rights. U.S. Department of Labor website. Accessed July 06, 2020. <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
3. Angell S. Responding to COVID-19 in the Workplace. California Department of Public Health website. June 16, 2020. Accessed July 06, 2020. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>
4. Testing in San Diego County. San Diego County website. Accessed July 06, 2020. [https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/testing.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing.html)
5. 2019-2020 U.S. Flu Season: Preliminary Burden Estimates. Centers for Disease Control and Prevention website. Updated April 17, 2020. Accessed July 06, 2020. <https://www.cdc.gov/flu/about/burden/preliminary-in-season-estimates.htm>
6. COVID-19-Related Tax Credits: General Information FAQs. Internal Revenue Service website. Updated April 28, 2020. Accessed July 06, 2020. <https://www.irs.gov/newsroom/covid-19-related-tax-credits-general-information-faqs#5>





## SAFE REOPENING PLAN

Business Name:

Facility Address:

***This plan does not need to be submitted at this time. This plan is to be used to prepare when businesses open per the Governor's Order. The County will not require approval for this plan.***

***Businesses must implement all mandatory measures listed in A and B below. Businesses shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses shall also provide specific details regarding their Safe Reopening Plan pertaining to their business in section E below.***

### **A. Signage (Mandatory):**

- ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- ☐ Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

### **B. Measures To Protect Employee Health (Mandatory):**

Teleworking opportunities have been maximized.

All employees have been told not to come to work if sick.

All employees must have temperature taken upon reporting to work; if 100 degrees or more, should not be allowed in workplace. Employees must be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested positive for COVID-19)

All employees must wear facial coverings in the workplace, if within six feet of others.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)



# SAFE REOPENING PLAN

## B. Measures To Protect Employee Safety (Mandatory) Continued:

☐ Soap and water are available to all employees at the following location(s):

☐ Copies of the Protocol have been distributed to all employees.

## C. Measures To Protect Customer Safety (Check all that apply to the facility):

Limit the number of customers in the store at any one time to \_\_\_\_\_ which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

All patrons/visitors must have facial coverings in their possession and wear them within 6 ft. of another person

Curbside or outdoor service is made available where feasible.

Optional – Describe other measures:

## D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

Placing signs outside the store reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.

Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Appointment system is utilized, when appropriate.

Optional – Describe other measures:



# **SAFE REOPENING PLAN**

## **E. Additional Measures Specific to Business (Mandatory):**

\*Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

**You may contact the Health and Safety Coordinator with any questions or comments about this protocol:**

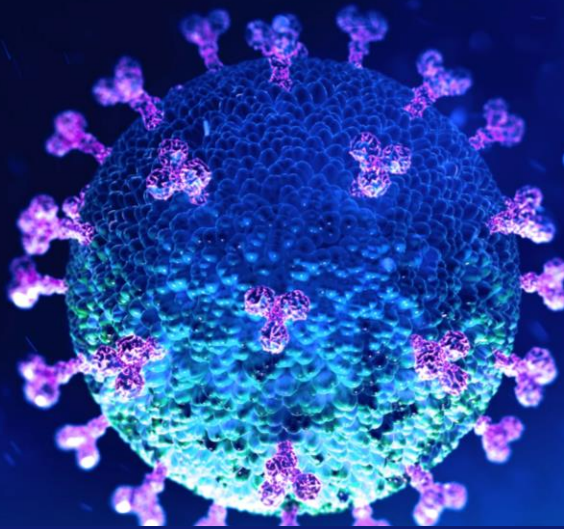
Name:

Phone Number:

**Signature, Appointing Authority or Designee**

**Date of Form Completed:**



**(COVID-19)****Fact Sheet****What is coronavirus disease 2019 (COVID-19)?**

COVID-19 is a new coronavirus not previously identified in humans. Coronaviruses are a category of viruses normally found in animals, but some can evolve and infect humans.

Coronaviruses can infect your nose, sinuses, or upper throat. This specific coronavirus was first identified as the cause of an outbreak of respiratory illness in Wuhan, China in December 2019 and was officially named COVID-19 on February 11, 2020 by the World Health Organization (WHO).

**What are the symptoms of COVID-19?**

People with COVID-19 can have no symptoms, mild symptoms, or severe illness. Symptoms of COVID-19 may include:

- Fever or chills
- Cough
- Difficulty breathing
- Fatigue
- New loss of taste or smell
- Body aches
- Runny nose
- Congestion
- Headache
- Sore throat

Symptoms may appear 2-14 days after exposure. Visit [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus) for a complete list of symptoms and call your doctor if you are experiencing any symptoms.

**Who is at risk for COVID-19?**

Risk is based on exposure and a variety of factors that may vary, including the community in which you live, places you have visited, interactions you have had, and your line of work.

Anyone can get COVID-19. Illness in people infected with the virus has ranged from no illness to being mildly sick to being severely ill and dying.

Groups at higher risk for severe illness from COVID-19 if infected include:

- People 65 years old and older
- People who live in a nursing home or long-term care facility
- People of any age who have serious underlying medical conditions, especially if their medical condition is not well controlled.

**How is COVID-19 spread?**

COVID-19 is thought to be spread mainly from person-to-person:

- Between people who are in close contact with each other (within 6 feet/2 meters);
- Through respiratory droplets produced when an infected person sneezes, coughs, or talks.
- These droplets can be breathed in by people nearby or land in their mouth, nose, or other surface.
- It may be possible to get COVID-19 by touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

People can have COVID-19 and not have any symptoms or not yet be showing symptoms but are still able to spread the virus to others.





### How is COVID-19 treated?

Treatments for COVID-19 are being studied. Investigational medications may be recommended for those infected with COVID-19 depending on their individual condition. Following supportive care guidance, such as getting plenty of rest, staying hydrated, and taking on over-the-counter medication for fever and pain can help relieve symptoms. There is currently no vaccine available to protect against COVID-19.

### What should I do if I think I have been exposed to COVID-19?

If you have had close contact (within 6 feet/2 meters) with someone who is confirmed to have, or is being evaluated for COVID-19 infection, you should:

- Quarantine yourself in your home and away from others for 14 days, starting from the day you first had close contact with the infected person and continue for 14 days after you last had close contact with the person.
- Call your healthcare provider and follow their medical advice.
- Watch for symptoms and contact your healthcare provider if you develop any symptoms.



### How can I protect myself?

The best way to prevent getting sick is to avoid being exposed to the virus. Actions that can help prevent the spread of COVID-19 include:

- Washing your hands with soap and water for at least 20 seconds; if soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol;
- Avoid touching your eyes, nose, and mouth with unwashed hands;
- Clean and disinfect frequently touched objects and surfaces often.
- Avoid close contact with people who are sick;
- Stay home and isolate yourself away from others if you are sick;
- Cover your cough or sneeze with a tissue, or your elbow, then throw the tissue in the trash;
- Practice social distancing (maintaining 6 feet of physical space between yourself and others);
- Wear a face cover when you are around individuals outside of your household.



**If you have health-related questions or concerns, please contact your healthcare provider. For general questions about COVID-19 or information about community resources, please call 2-1-1.**

## Stay Informed About COVID-19

**County of San Diego Epidemiology Unit – Coronavirus Disease 2019 (COVID-19)**

[www.coronavirus-sd.com](http://www.coronavirus-sd.com)

**California Department of Public Health, Immunization Branch – COVID-19**

[www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx](http://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx)

**Centers for Disease Control and Prevention – COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)

**World Health Organization – Coronavirus Disease (COVID-19) Outbreak**

[www.who.int/emergencies/covid-19](http://www.who.int/emergencies/covid-19)





# FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYER PAID LEAVE REQUIREMENTS

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. [1] The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that covered employers must provide to **all employees**: [2]

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to **employees that it has employed for at least 30 days**: [3]

- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Covered Employers:** The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees. [4] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

## ► Qualifying Reasons for Leave

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

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);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

[1] Wage and Hour Division does not administer this aspect of the law, but notes that every dollar of required paid leave (plus the cost of the employer's health insurance premiums during leave) will be **100%** covered by a dollar-for-dollar refundable tax credit available to the employer. For more information, please see the Department of the Treasury's website.

[2] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[3] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[4] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).



## ► Duration of Leave

**For reasons (1)-(4) and (6):** A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

## ► Calculation of Pay <sup>[5]</sup>

**For leave reasons (1), (2), or (3):** employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4) or (6):** employees taking leave shall be paid at  $\frac{2}{3}$  their regular rate or  $\frac{2}{3}$  the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For leave reason (5):** employees taking leave shall be paid at  $\frac{2}{3}$  their regular rate or  $\frac{2}{3}$  the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave). <sup>[6]</sup>

**Tax Credits:** Covered employers qualify for dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the FFCRA. Qualifying wages are those paid to an employee who takes leave under the Act for a qualifying reason, up to the appropriate per diem and aggregate payment caps. Applicable tax credits also extend to amounts paid or incurred to maintain health insurance coverage. For more information, please see the Department of the Treasury's website.

**Employer Notice:** Each covered employer must post in a conspicuous place on its premises a notice of FFCRA requirements. <sup>[7]</sup>

**Prohibitions:** Employers may not discharge, discipline, or otherwise discriminate against any employee who takes paid sick leave under the FFCRA and files a complaint or institutes a proceeding under or related to the FFCRA.

**Penalties and Enforcement:** Employers in violation of the first two weeks' paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act. 29 U.S.C. 216; 217. Employers in violation of the provisions providing for up to an additional 10 weeks of paid leave to care for a child whose school or place of care is closed (or child care provider is unavailable) are subject to the enforcement provisions of the Family and Medical Leave Act. The Department will observe a temporary period of non-enforcement for the first 30 days after the Act takes effect, so long as the employer has acted reasonably and in good faith to comply with the Act. For purposes of this non-enforcement position, "good faith" exists when violations are remedied and the employee is made whole as soon as practicable by the employer, the violations were not willful, and the Department receives a written commitment from the employer to comply with the Act in the future.

## ► RESOURCES

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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<sup>[5]</sup> Paid sick time provided under this Act does not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

<sup>[6]</sup> An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

<sup>[7]</sup> The Department will issue a model notice no later than March 25, 2020.



# 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"><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> |
|---|---|

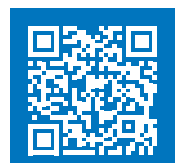
### ► ENFORCEMENT

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



# Reopening Checklist

The following checklist is a summary of some key safety measures and information that you should implement in your business. Please refer to the San Diego County Safe Reopening Plan for the full requirements.

- ☐ Implement **all measures** from San Diego County's Safe Reopening Plan
- ☐ Inform your employees about COVID-19 safety
  - ☐ COVID-19 symptoms, spread, and prevention from the county's [COVID-19 Fact Sheet](#)
  - ☐ Importance of implementing safety measures both **in the workplace** and **at home**
  - ☐ Right to **paid sick and family leave** under the Families First Coronavirus Resource Act (FFCRA)
- ☐ Be informed about **government assistance programs** for providing paid sick and family leave, and avoiding layoffs, through the FFCRA and CARES acts and other employment resources
- ☐ **Screen employees daily** for symptoms of COVID-19, and ask them to stay home and call their doctor or 211 if they have symptoms.
- ☐ Make a **disinfection protocol**
  - ☐ Identify high-touch surfaces that need **routine disinfection**, such as doorknobs, countertops, handrails, etc.
  - ☐ Use EPA **approved disinfectants**, leave the disinfectant on the surface for the appropriate **contact time**, and provide **gloves** for the person cleaning
  - ☐ Disinfect tools and equipment **between each customer or employee** that uses it
  - ☐ **Keep records** of your cleaning routine to ensure it is implemented
- ☐ Encourage employees to **wash hands frequently** or use hand sanitizer with at least **60% alcohol**.



## Employee Health Screening Form (sample)

Screen each employee for these symptoms before their shift. Circle and answer (Y=yes, N=no) for each symptom and each employee. If an employee has a temperature greater than 100 degrees fahrenheit or reports any of the symptoms:

1. Send employee home immediately
2. Advise employee to contact medical provider or 2-1-1 for further guidance

\*If you have trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips/face, or any other severe symptoms, seek immediate emergency medical treatment.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#:~:text=Employees%20who%20have%20symptoms%20when,or%20local%20health%20department>. (Adapted from CDC)

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# COVID-19: Carpooling

COVID-19 is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet)
- Through droplets produced when an infected person coughs, sneezes or talks

If you rely on carpooling as a driver or passenger to get to or from work, follow these tips to reduce your risks of COVID-19 exposure.

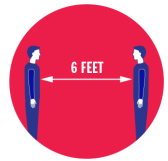
- **Stay home if you are sick**



- **Everyone should wear a cloth face covering**

- **Limit contact**

- Try to ride with the same people; do not mix the group.
- Use the car's vents to bring in fresh outside air and/or lower the vehicle windows.
- Avoid offering or sharing water bottles, snacks or other items.
- Limit close contact inside the vehicle, when possible. Stay at least 6 feet away from each other when outside the vehicle.
- Every person should handle their own bags and belongings.



- **Clean and disinfect**

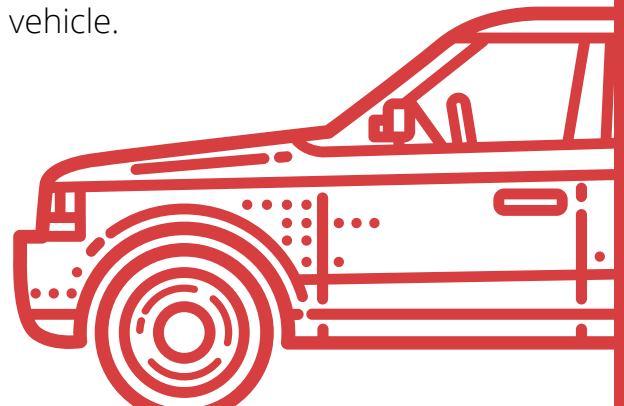
- Clean and disinfect high-touch surfaces in your vehicle, such as door handles, arm rests, steering wheel and seat belts.

- **Practice everyday prevention actions**

- Do not touch your eyes, nose or mouth.
- Everyone should wash their hands with soap and water, or use an alcohol-based hand sanitizer, before getting into the vehicle and after getting out of the vehicle.
- Cover your mouth and nose with tissues if you cough or sneeze. Throw the used tissue in the trash after getting out of the vehicle.



Phone (952) 361-1329  
[public-health@co.carver.mn.us](mailto:public-health@co.carver.mn.us)  
[www.co.carver.mn.us](http://www.co.carver.mn.us)  
f CarverCoPH  
t CarverCoPublicHealth





# Please wear a cloth face covering.



**Maintain a distance of 6 feet  
whenever possible.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)





## Feeling Sick?

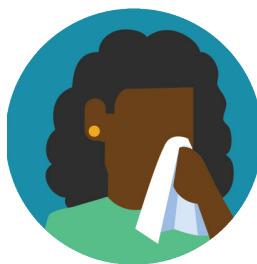
**Stay home when you are sick!**

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

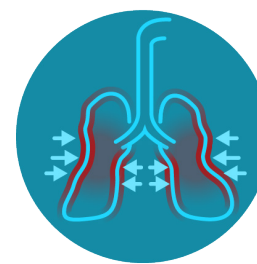
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS  
OF BREATH**

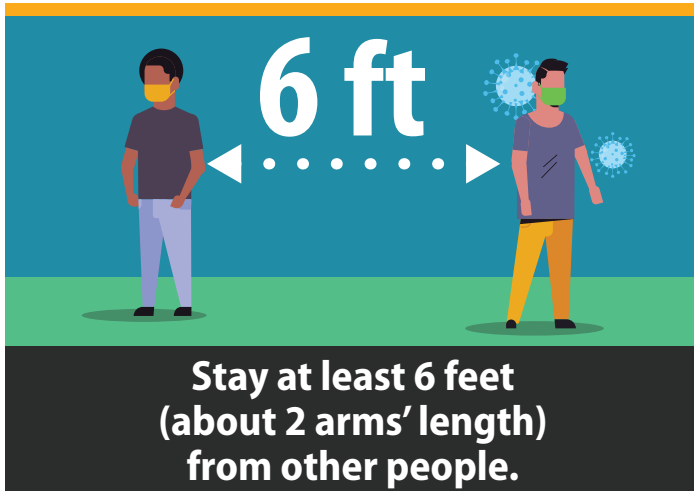


**[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)**



# Stop the Spread of Germs

**Help prevent the spread of respiratory diseases like COVID-19.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)