EMPLOYER TOOLKIT

www.ucsdbusinessoutreach.org
UCSDBusinessOutreach@gmail.com
619-335-5882
Thank you for your interest in our Small Business COVID-19 toolkit for employers. 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 federal, 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 legal or 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.

**San Diego County Business Resources**
General questions and resources: COVID-Business@sdcounty.ca.gov
Reopening questions: COVID19BusinessQuestions@sdcounty.ca.gov

**2-1-1 San Diego**: A free 24 hour confidential phone service
Phone: 2-1-1
https://211sandiego.org/

**Contact the UCSD Business Outreach Program**
Email: CoRespond.Business@gmail.com
Phone: 619-335-5882
www.UCSDBusinessOutreach.org
Stay connected during the Coronavirus (COVID-19) public health pandemic.
The resources below will help you stay up-to-date on all COVID-19 related issues as they emerge.

Here are the ways you can stay connected!

**Coronavirus-SD.com/Business**
Our Businesses and Employers page offers updated information about announcements, updates, communications, financial resources, and more for sector-specific support. Please regularly review this webpage to make sure your business is well prepared during the reopening phases of the statewide stay-at-home order.

For general questions and resources, please email: COVID-Business@sdcounty.ca.gov

**Business Telebriefings: Every 2nd & 4th Wednesday | 9:30 AM**
Join us for telebriefings to hear the latest updates on COVID-19 and reopening efforts in San Diego County. Frequency of telebriefings are subject to change. Please check the page above for updates.

**How to Participate:**
Option 1—Computer (**preferred**): Visit the following link: https://zoom.us/j/157409037 using your computer.
  Meeting ID: 157 409 037.
Option 2—Phone (**listen-in only**): Call into the meeting using this number: 1 (669) 900-6833 or 1 (346) 248-7799.
  Meeting ID: 157 409 037.

We encourage you to submit your questions 24 hours before the telebriefing at: https://bit.ly/35FbNeo

**Safe Reopening Plan & Restaurant Info**
Businesses will need to complete and post the their Safe Reopening Plan. Restaurants/ Food Facilities will need to complete and post their Restaurant Operating Protocol. These resources are available at Coronavirus-SD.com/Business. The County will not require approval for this plan. Essential businesses already operating do not need to submit a new plan.

For reopening questions, please email: COVID19BusinessQuestions@sdcounty.ca.gov

**Email Updates**

**Media Briefing**
Effective June 17, 2020, updates will be streamed LIVE Monday and Wednesday at 2:30 PM on the County’s Facebook, Instagram, and Twitter accounts.
Business Referral Guidelines

Quick Guide for the Business Community

The Business Sector is here to help with:

- Resources for small business loans, Disaster Assistance in response to COVID-19 and Economic Injury Disaster Loan Program Information.
- Get connected to sector video telebriefing every 2nd and 4th Wednesdays.
- Request resource materials: posters, flyers, informational cards, and brochures. Materials are available in multiple languages.
- Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus.

Other Helpful Resources

- For Safe Reopening and Blueprint for Safer Economy questions, email: COVID19BusinessQuestions@sdcountry.ca.gov.
- To report businesses or organizations that are open and have been ordered to close, or otherwise not following health order, contact the Health Compliance Call Center: (858) 694-2900 or email: SafeReopeningComplianceTeam@sdcountry.ca.gov.
- For questions concerning COVID-19 Guidance for Food Facilities, contact Department of Environmental Health (DEH), Food and Housing Duty Specialist. Call (858) 505-6900 or email: fhdutyeh@sdcountry.ca.gov.
- For County coordinated free testing sites or receive test results, call 2-1-1 to speak to the COVID-19 Nurse Help Line.
- Questions concerning if an individual is eligible for Unemployment Insurance Benefit (UIB) can be directed to the ASK EDD online assistance: askedd.edd.ca.gov.
- Access the Small Business COVID-19 Safety toolkit for employers and employees created by UCSD to help businesses and employees stay safe. Contact the UCSD Business Outreach Program for FREE consultation to go over the toolkits. www_UCSDBusinessOutreach.org
  Email: CoRespond.Business@gmail.com
  Phone: 619-335-5882

For latest updates, visit: www.coronavirus-sd.com
# Five Key Points

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| 1. | **Implement safety measures**  
• Face Masks  
• Social Distancing  
• Symptom Screening |
| 2. | **Know what to do** if an employee has symptoms of COVID-19 |
| 3. | **Guarantee paid sick and family leave** for COVID-19 as required by federal law, and apply for **tax credit reimbursement** |
| 4. | **Encourage vaccination** for influenza |
| 5. | **Review** coronavirus safety tips |
1. Implement Safety Measures

Implement ALL required measures in the County’s Safe Reopening Plan. These include but are not limited to:

A. All employees should use a facemask.
B. Maintain 6 feet social distancing
C. Encourage frequent hand washing or hand sanitizer
D. Screen employees daily for symptoms and exposures

**REQUIRED:** review and implement the Industry-Specific Guidelines for your business.

https://covid19.ca.gov/industry-guidance/

**IMPORTANT TO KNOW**

Even if someone has no symptoms, they could have COVID-19 and could be spreading it to others. Encourage employees to follow best safety practices anytime they are not with members of their household, including outside of the workplace.

**Carpooling:** employees should only carpool to work with members of their household.

**Proper facemask use**

- Wash hands before and after use
- Cover nose and chin
Employee name: ______________________

Employee Health Screening Form (sample)

Screen each employee for these symptoms before their shift. Circle the employee’s answer (Y=yes, N=no) for each symptom. If an employee has a temperature greater than 100 degrees fahrenheit / 37.8 degrees celsius or reports any symptoms or exposures:
1. Send the employee home immediately
2. Advise the employee to contact their medical provider or 2-1-1 for further guidance

CALL 911 if experiencing: 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

Symptoms from CDC. Updated November 7, 2020

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<tr>
<th>Known exposure*</th>
<th>Temperature (less than 100°F/37.8°C to be able to work)</th>
<th>Cough</th>
<th>Shortness of breath</th>
<th>Sore Throat</th>
<th>Congestion or runny nose</th>
<th>Nausea, Vomiting, Or Diarrhea</th>
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*Known exposure is defined as within 6 feet of an individual with COVID-19 for a cumulative total of 15 minutes or more over a 24- hour period
2. What to do if an employee has symptoms of COVID-19

Make sure that employees:

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

   - Fever or chills
   - Congestion / runny nose
   - Sore throat
   - Body aches
   - Headache
   - Diarrhea
   - Nausea or vomiting
   - Shortness of breath
   - Fatigue
   - Cough
   - New loss of taste or smell

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

3. **NOTIFY** their employer that they have or are seeking a diagnosis for COVID-19.

4. **CALL 211** or visit your healthcare provider to get free COVID-19 testing

5. If an employee has suspected or confirmed COVID-19, follow the flowchart on the next page. Make sure to report the case immediately to County Public Health Services: **888-950-9905**

   They can also make an appointment at a free testing center at [coronavirus-sd.gov](https://coronavirus-sd.gov)

*seek immediate medical attention if experiencing life-threatening symptoms*
**STEPS TO TAKE IF AN EMPLOYEE IS SUSPECTED OR CONFIRMED POSITIVE TO HAVE COVID-19**

1. Instruct employee to stay home at least 10 days* after symptoms started (or since first positive PCR test if person is asymptomatic/does not have symptoms).

2. If it has been **less than 7 days** since employee has been in the facility, temporarily close area where employee worked until cleaning is completed. Wait 24 hours or as long as practical before conducting **deep cleaning** of area where employee worked and may have been (breakrooms, restrooms, travel areas) with EPA-approved cleaning agents. Ensure cleaning personnel are equipped with appropriate personal protective equipment (PPE).

   If it has been **more than 7 days** since employee has been in the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

3. Promptly report that an employee was diagnosed with COVID-19 to the County Public Health Services by calling **888-950-9905**. Include 1) name, 2) date of birth, and 3) contact information of the employee¹.

4. Cooperate with County Public Health Services COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace¹.

5. Record and report work-related COVID-19 illnesses or fatality as per other occupational health reporting requirements.

6. Provide notice of exposure to any employees and contractors (who regularly work at the workplace) who may have been exposed to COVID-19, as stated in the State’s COVID-19 Employer Playbook for a Safe Reopening.

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**PREVENTION**

- Actively encourage sick employees to stay home.
- Accommodate employees through social distancing or telework (if possible).
- Emphasize face coverings and hand hygiene.
- Perform routine environmental cleaning.
- Check government websites (CDC, State Department) for any travel advisories.
- Plan for infection disease outbreaks in the workplace.

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**IF EMPLOYEE...**

- Has any severe symptoms: Advise them to seek medical attention immediately.
- Has any health-related questions or concerns: Have employee contact their healthcare provider.
- Does not have health coverage, has other general questions about COVID-19, or would like information about community resources: Have them call 2-1-1.

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**EMPLOYEE MAY RETURN TO WORK WHEN:**

- **At least 10 days** *since start of symptoms (or since first positive PCR test if person is asymptomatic)
- **At least 24 hours** since last fever without use of fever-reducing medications
- Improvement in symptoms

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*For patients with severe to critical illness or are severely immunocompromised, the recommended duration for Transmission-Based Precautions was changed to at least 10 days and up to 20 days after symptom onset.

¹ As per San Diego County Public Health Order. For school guidance: COVID-19 Industry Guidance: Schools and School-Based Programs.

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Employers should **not** require employee to provide a negative COVID-19 test result or healthcare provider’s note to return to work. Revised 08/13/2020
3. Paid Sick & Family Leave and Tax Credits

Under the Families First Coronavirus Response Act (FFCRA), eligible employers are required to provide their employees with paid sick and family leave for specified reasons related to COVID-19. Review the flyers on the following pages for more information.

Who are eligible employers? Businesses and tax-exempt organizations with fewer than 500 full-time and part-time employees.

What are the reasons for paid sick and family leave?

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<td>1.</td>
<td>is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</td>
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<tr>
<td>2.</td>
<td>has been advised by a health care provider to self-quarantine related to COVID-19;</td>
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<tr>
<td>3.</td>
<td>is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</td>
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<tr>
<td>4.</td>
<td>is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</td>
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<tr>
<td>5.</td>
<td>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</td>
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<tr>
<td>6.</td>
<td>is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</td>
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How does this work? The eligible employer is entitled to a fully refundable tax credit equal to the required paid sick leave wages. Employers can claim credits on Form 941 or Form 7200 for an advance credit.

Need help? Call 211 or reach out to the Small Business Development Center.

The San Diego & Imperial Small Business Development Center (SBDC) is a free resource for business owners and entrepreneurs needing help with financing, human resources, marketing, business planning, and more. They are a confidential resource funded by the US Small Business Administration and State of California.

Visit [https://sdsbdc.ecenterdirect.com/signup](https://sdsbdc.ecenterdirect.com/signup)  Call (619) 482-6391
## Paid Sick Leave Tax Credits

The paid sick leave credit and paid family leave credit are available for eligible employers who pay qualified sick leave wages and/or qualified family leave wages from 4/1/2020 through 12/31/2020, and who have fewer than 500 employees.

<table>
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<tr>
<th>Type of Credit</th>
<th>IF an employee is unable to work because:</th>
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<tr>
<td>Paid Sick Leave Credit</td>
<td>• They're subject to a COVID-19 quarantine or isolation order.</td>
<td>The <strong>tax</strong> credit is at the employee’s regular rate of pay, up to $511 per day and $5,110 in total up to 80 hours. The employer is also eligible for credits for qualified health plan expenses for the employee and the employer’s portion of Medicare tax expenses for the employee.</td>
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<td>• They’re advised to self-quarantine because of COVID-19.</td>
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<td>• They have COVID-19 symptoms and are seeking a medical diagnosis.</td>
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<td>• They’re caring for someone who is subject to a COVID-19 quarantine or isolation order, or for someone who is advised to self-quarantine because of COVID-19.</td>
<td>The <strong>tax</strong> credit is for two-thirds of the employee’s regular rate of pay, up to $200 per day and $2,000 in total, for up to 80 hours. The employer is also eligible for credits for qualified health plan expenses for the employee and the employer’s portion of Medicare tax.</td>
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<td>• They’re caring for a child whose school or place of care is closed due to COVID-19.</td>
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<td>• They’re caring for a child whose child care provider is unavailable due to COVID-19.</td>
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<tr>
<td>Family Leave Credit</td>
<td>• They’re caring for a child whose school or place of care is closed due to COVID-19.</td>
<td><strong>This tax</strong> credit is equal to two-thirds of the employee’s regular rate of pay, capped at $200 per day or $10,000 in total. Up to 10 weeks of qualifying leave can be counted toward the Family Leave Credit. This can be combined with the sick leave tax credit, so an employer could be entitled to a credit for pay for up to 12 weeks – 2 weeks of sick leave and 10 weeks of family leave. The employer is also eligible for tax credits for qualified health plan expenses for the employee and the employer’s portion of Medicare tax.</td>
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<td>• They’re caring for a child whose child care provider is unavailable due to COVID-19.</td>
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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;
• ½ 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 ½ 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:

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 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
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▶ 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.

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd
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.

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[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 [5]

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 ¾ their regular rate or ¾ 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 ¾ their regular rate or ¾ 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). [6]

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. [7]

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

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[5] 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.

[6] 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.

4. Importance of getting the influenza vaccine this fall

Flu and COVID-19 will likely be spreading this winter. Even though there may not be a COVID-19 vaccine yet, there is a flu vaccine. Encourage your employees to get a flu vaccine because:

- 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

- Slowing the spread of the flu by getting vaccinated will reduce the burden on the healthcare system during the COVID-19 pandemic

Scan here to find out where to get your flu shot! Just open your phone’s camera app.

Free with most insurance. Free flu shot clinics available for the uninsured!

Or click here to visit San Diego County’s flu vaccine locations page
5. Coronavirus Tips

Tips and tricks from other small businesses

**Tip: Move and change signs every week or so**

Using different signs, or moving signs around, can prompt employees and regular customers to pay more attention.

*Request free signs from the County:* email COVID-Business@sdc county.ca.gov and provide:

- your contact information (Name, Phone, Email)
- language materials needed (English, Spanish, or both)
- number of requested items, and address for postal delivery.

**Tip: Use reflective or colorful tape to encourage social distancing**

Mark areas on your floor where you want customers to stand - these should be at least 6 feet apart. Use reflective or brightly colored tape. Some businesses have found that orange and red tape is better than blue tape - customers are more likely to notice the markings and use them properly.

**Tip: separate “sanitized” and “used” pens for customers**

Clean the pens with an approved disinfectant between uses. This helps increase customer confidence.

*Have tips to share with other businesses? Let us know at UCSDBusinessOutreach@gmail.com*
KEY RESOURCES

Compliance Resources

**San Diego County Businesses and Employers Website**
Latest information on reopening guidelines, including operating restrictions and closures. Additional resources include financial assistance, frequently asked questions, and ways to stay updated on COVID-19 developments.

**Cal/OSHA Industry-Specific Guidelines**
Employers must implement all mandatory measures and suggested measures that are necessary for sanitation, employee screening, social distancing and facial coverings.
https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html

**California COVID-19 Employer Playbook**
Detailed guidance for employers on best safety practices, handling a case of COVID-19 in the workplace, Cal/OSHA reporting and recording requirements, and workers’ rights and benefits. Refer to this resource when responding to a case of COVID-19 in the workplace.

FFCRA Resources

**Department of Labor Website: FFCRA**
Various resources for more information on the FFCRA, including fact sheets, required workplace posters, questions and answers, and more.
https://www.dol.gov/agencies/whd/ffcra

**IRS COVID-19-Related Tax Credits for Paid Sick and Paid Family Leave**
Provides more information on claiming tax credits for COVID-19-related sick leave and includes frequently asked questions.