



UC San Diego

COVID Business Outreach Program

## EMPLOYEE TOOLKIT

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619-335-5882

# SMALL BUSINESS COVID-19 TOOLKIT

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Thank you for your interest in our **Small Business Safe Reopening** toolkit for employees. 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
- Know your rights and benefits as an employee
- Implement safe practices at work and at home

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.

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

*Dial 2-1-1*

<https://211sandiego.org/>

email **COVID19BusinessQuestions@sdcounty.ca.gov**

## **Contact the UCSD Business Outreach Project**

Email: [UCSDBusinessOutreach@gmail.com](mailto:UCSDBusinessOutreach@gmail.com)

Phone: 619-335-5882

<https://UCSDBusinessOutreach.org>

# Four Key Points

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<b>1.</b>	<b>Stay safe in the workplace</b> <ul style="list-style-type: none"><li>• Face Masks</li><li>• Social Distancing</li><li>• Additional Measures (p. 3)</li></ul>
<b>2.</b>	<b>Know what to do</b> if you have symptoms of COVID-19 (p. 4)
<b>3.</b>	<b>Paid sick leave options</b> (p. 8)
<b>4.</b>	<b>COVID-19 Vaccine</b> appointment information (p. 12)

# 1 Stay Safe in the Workplace

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Follow these prevention measures:

- A. **Wear** a face mask
- B. **Maintain 6 feet** social distancing
- C. **Cough or sneeze** into a tissue or the inside of your elbow
- D. **Wash your hands** frequently or use hand sanitizer with at least 60% alcohol only if soap and water are unavailable
- E. **Avoiding touching** your eyes, nose, and mouth
- F. **Screen yourself for symptoms** before every shift

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## Other safety tips

**Carpooling:** avoid carpooling with people outside of your household. Wear a mask and increase ventilation if you must carpool.

**At home:** follow these safety tips any time you're around someone who is not from your household.

**Mask wearing:** cover your nose and mouth. Avoid touching your mask throughout the day. Wash hands before and after handling mask.



## 2. What to do if you have symptoms of COVID-19

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

Fever or chills	Congestion	Shortness of breath
Sore throat	Body aches	Fatigue
Headache	Diarrhea	Cough
Nausea or vomiting	Loss of taste/smell	Runny nose

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

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

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



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

**Note:** if you are instructed by a healthcare provider to quarantine, you must stay home for the full quarantine period even if you test negative for COVID-19

# What if I don't have health insurance?

**Even if you don't have insurance and/or are an undocumented immigrant,** you can get necessary testing and treatment for COVID-19 through Medi-Cal emergency services.

**Would seeking testing or treatment for COVID-19 impact my immigration status under the public charge rule?**

No. Seeking testing or treatment for COVID-19 is treatment for an emergency medical condition and is not considered under the public charge rule.

Learn more at <https://covid19.ca.gov/guide-immigrant-californians/>

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For help accessing **FREE COVID-19 testing, call 211**

For additional assistance regarding seeing a doctor for COVID-19 testing or treatment, or applying for health insurance, call the **FREE** medi-nurse line available through the Department of Health Care Services  
**Medi-Nurse Line (877) 409-9052**

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# 10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes** with a tissue or use the inside of your elbow.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.





**Have you recently tested positive for COVID-19? Monoclonal antibody therapy could help reduce your symptoms and keep you out of the hospital.**

## Early therapy for COVID-19 is available



**Call (619) 685-2500 for more information or to make an appointment.**



**Email [COVIDtreatment@sdcounty.ca.gov](mailto:COVIDtreatment@sdcounty.ca.gov) with any questions.**

- Available to those who are **12 years and older** with mild to moderate COVID-19 symptoms.
- Available at **no cost**, regardless of health insurance or immigration status.
- **Open** 7 days a week.

**MARC at Palomar  
Medical Center Downtown**  
555 East Valley Parkway  
Escondido, 92025  
8:00 AM – 8:00 PM

**MARC at  
San Ysidro Health**  
391 Oxford Street  
Chula Vista, 91911  
8:00 AM – 5:00 PM

Monoclonal antibodies are proteins made in the lab that help boost the immune system to fight off viruses. Monoclonal antibodies may be used to treat adults and adolescents who are at high risk of getting very sick from COVID-19.



Recently had  
a positive  
COVID-19 test,  
AND



Experienced  
first symptoms  
in the last 10  
days, AND



Are 12 years of  
age or older,  
AND



In a high risk  
category  
(see below)

### High risk includes having at least one of the following:

- Are age 65 or older
- Have obesity, with a body mass index (BMI) of 35 or greater
- Have diabetes, chronic kidney disease, or a condition that weakens the immune system
- Take medication that weakens the immune system
- Are age 55 or older AND have at least one of the following: heart disease, high blood pressure, or long-term lung disease
- Are age 12 – 17 AND have obesity OR other long-term conditions



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# 3. Employee Rights and Paid Sick Leave Resources

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Employees of employers with **25 or more employees** are entitled to **paid sick leave for COVID-19 related reasons, including vaccination** from **January 01, 2021 to September 30, 2021**. Payment may be requested retroactively. See “2021 COVID-19 Supplemental Paid Sick Leave” on p. 12 for more information.

Additionally, employers with fewer than 500 employees are eligible for a **full tax credit reimbursement for providing FFCRA-qualifying paid sick and family leave** through **September 30, 2021**. Make sure to ask your employer about their paid sick and family leave policies.

See the following handout “How much leave can employees take?” for more information on FFCRA qualifying reasons. This leave is optional for your employer to provide.



## **Paid Sick and Family Leave Resources**

For a list of COVID-19 related paid leave and benefits that you may be eligible for, visit

<https://www.dir.ca.gov/dlse/Comparison-COVID-19-Paid-Leave.html>



## **Additional Benefits**

You may be eligible for additional benefits if you have been impacted by COVID-19, including if you are quarantined or isolated due to exposure or illness.

[https://edd.ca.gov/about\\_edd/coronavirus-2019/workers.htm](https://edd.ca.gov/about_edd/coronavirus-2019/workers.htm)

# 2021 COVID-19 Supplemental Paid Sick Leave

Effective March 29, 2021

Covered Employees in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

**A covered employee may take leave** *if the employee is unable to work or telework for any of the following reasons:*

- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

## **Paid Leave for Covered Employees**

- 80 hours for those considered full-time employees. Full-time firefighters may be entitled to more than 80 hours, caps below apply.
  - For part-time employees with a regular weekly schedule, the number of hours the employee is normally scheduled to work over two weeks.
  - For part-time employees with variable schedules, 14 times the average number of hours worked per day over the past 6 months.
- Rate of Pay for COVID-19 Supplemental Paid Sick Leave: Non-exempt employees must be paid the highest of the following for each hour of leave:
  - Regular rate of pay for the workweek in which leave is taken
  - State minimum wage
  - Local minimum wage
  - Average hourly pay for preceding 90 days (not including overtime pay)
- Exempt employees must be paid the same rate of pay as wages calculated for other paid leave time.

**Not to exceed \$511 per day and \$5,110 in total for 2021 COVID-19 Supplemental Paid Sick leave.**

**Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited.** A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the office by looking at the [list of offices on our website](http://www.dir.ca.gov/dlse/DistrictOffices.htm) (<http://www.dir.ca.gov/dlse/DistrictOffices.htm>) using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.





# Quick BENEFITS TIPS FROM DOL

## How much paid leave can employees take?



In general, applies to you if you are an employee of either a private employer with fewer than 500 employees or a covered public sector employer



You are following a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider

**OR**

You have COVID-19 symptoms and are seeking a diagnosis

### TIME OFF

Up to two weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage\*



You must care for someone under a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider

**OR**

You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19

### TIME OFF

Up to two weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage\*



You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19

**AND**

You've been employed at least 30 calendar days

### TIME OFF

Up to 10 additional weeks of family leave paid at 2/3 regular rate\*

\*Paid leave is capped at specific maximum amounts per worker

Learn more at [dol.gov/FFCRA](https://dol.gov/FFCRA)

# FFCRA Update: 4/1/21

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As of March 2021, the Families First Coronavirus Response Act (FFCRA) will be **extended through September 30, 2021**. The new changes and extensions to the FFCRA are referred to as the American Rescue Act Plan. Here are the key updates:

- Businesses with 500 or fewer employees continue to be eligible, and participation in the program is optional. Employers that do pay FFCRA for benefits through September 30, 2021 will continue to receive **dollar-for-dollar tax credit reimbursement**.

If an employer chooses to opt-in to FFCRA benefits, previous FFCRA provisions apply with the following modifications:

- FFCRA leave is available for employees that are obtaining the COVID-19 vaccine or recovering from any side effects.
- FFCRA leave is available for employees who are receiving or waiting for the results of testing and medical diagnosis.
- The number of weeks that an employee can receive paid family leave increased from 10 weeks to 12 weeks. This is additional to the two weeks of paid sick leave that is available to employees.
- Beginning April 1st, an employee's rights to paid leave are reset. This means that employees who took FFCRA sick or family leave prior to April 1st, 2021 are once again eligible for two weeks of paid sick leave and 12 weeks of paid family leave.

## 4. COVID-19 Vaccine Information

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Beginning April 15, 2021, all adults age 16 and older who **live or work** in San Diego are eligible for a COVID-19 vaccine. Those who do not live in San Diego county (including internationals and undocumented people who work in San Diego county) can qualify for the COVID-19 vaccine.

### Three ways to make a COVID-19 vaccine appointment

**1 Through Your Healthcare Provider**  
If you have a doctor or healthcare provider, contact them first to make an appointment for your COVID-19 vaccine.

**2 Online Registration**  
**County Website:** [coronavirus-sd.com/vaccine](https://coronavirus-sd.com/vaccine)  
**State Website:** [myturn.ca.gov/](https://myturn.ca.gov/)  
**CVS Pharmacy:** [cvs.com/immunizations/covid-19-vaccine](https://cvs.com/immunizations/covid-19-vaccine)  
**Walmart:** [walmart.com/cp/1228302](https://walmart.com/cp/1228302)  
**Rite Aid:** [riteaid.com/covid-19](https://riteaid.com/covid-19)  
**VaccineFinder:** [vaccinefinder.org](https://vaccinefinder.org)

**Tip: Check multiple websites for an available appointment.**

**3 Over the phone (if no internet access)**  
Call and ask to sign up for a COVID-19 vaccine appointment. Leave a message if necessary, and you will get a call back.  
**CA COVID-19 Hotline:** (833) 422-4255  
**211 San Diego: 2-1-1**  
**Chicano Federation:** (619) 285-5600  
**South Bay Community Services:** (619) 420-3620

## What to bring to your appointment

You must bring a valid **photo ID** to your vaccine appointment. In addition, you may need to bring another required document depending on whether you are eligible through residence or employment.

### Eligible through residence (live in San Diego)

Bring **ONE** of the following documents:

- Photo ID
- Home utility bill, such as gas, electricity, water/sewer, or cable/internet issued in the past 60 days (cell phone bills OK)
- Current mortgage, housing, or property tax paperwork
- Insurance policy or banking/credit card statement

### Eligible through employment (work in San Diego)

In addition to your photo ID, bring **ONE** of the following documents:

- Employee or volunteer ID card; OR
- A paycheck stub or timesheet issued within the last 90 days; OR
- A letter on employer/company letterhead stating that the named individual is a permanent, probationary, temporary employee or volunteer

**For more information on eligibility, visit [coronavirus-sd.com](https://coronavirus-sd.com)**

**The COVID-19 vaccine is free and no immigration status or insurance is required to receive the vaccine**

## Information About the Vaccine:



[www.cdc.gov/coronavirus/2019-ncov/vaccines/](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/)

Official CDC hub for information on COVID-19 vaccines



[blackcovidfactssd.org](https://blackcovidfactssd.org)

Information on COVID-19 developed by and for the black community in San Diego

# Helpful Resources

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[211sandiego.org](https://211sandiego.org) Connects San Diegans to local resources, including free COVID-19 testing, housing, and other aid.



[coronavirus-sd.com](https://coronavirus-sd.com) The county's website for information on free COVID-19 testing and information on COVID-19 related updates.



[canotify.ca.gov](https://canotify.ca.gov) Add your phone to California's exposure notification system to get COVID-19 exposure alerts and to protect those around you.



Text **COSD COVID19** to **468-311** to get text alert updates.

## Other Trusted Organizations



[blackcovidfactssd.org](https://blackcovidfactssd.org) Information on COVID-19 developed by and for the black community in San Diego.



[chicanofederation.org/sdlatinohealth](https://chicanofederation.org/sdlatinohealth) Provides COVID-19 safety information for San Diego's Hispanic community.