



COVID-19 Preparedness and Response Plan



The Genesee County Road Commission (“GCRC”) is committed to providing a safe workplace for all of its employees. Protection of employees from injury or illness is a major continuing objective. In order to be safe and maintain operations as an essential employer, a COVID-19 Preparedness and Response Plan (“Plan”) has been developed in accordance with Section 11(a) of Governor Gretchen Whitmer’s Executive Order 2020-70.

This Plan is to be implemented to the extent feasible and appropriate throughout the Genesee County Road Commission and all of its facilities and jobsites. The information contained within this Plan is based on information available from the Centers for Disease Control and Prevention (“CDC”), Occupational Safety and Health Administration (“OSHA”), Michigan Occupational Safety Administration (“MIOSHA”) and the Genesee County Health Department (“GCHD”) at the time it was developed. This Plan is subject to change based on any additional information and GCRC may make amendments based on operational needs.

All directors, managers, and supervisors must be familiar with this Plan in order to answer questions from employees. It is of the utmost importance that this group complies with the Plan in all areas at all times while encouraging the same behavior from the employees that they come into contact with. The practices included in this Plan are to prevent the spread of the virus



Table of Contents

Introduction.....	4
Roles and Responsibilities	5
Managers and Supervisors	5
Employees	5
Symptoms of Exposure	6
Infection Prevention Measures to Protect Yourself and Others.....	6
Know how it spreads.....	6
Protective Measures	8
Cleaning and Disinfecting.....	9
COVID-19 Exposure	9
If an employee is experiencing COVID-19 symptoms	9
If an employee tests positive for COVID-19	10
If an employee has had close contact with an individual who has tested positive for COVID-19 ..	11
COVID-19 Testing.....	11
Recordkeeping	12
Confidentiality/Employee Privacy	13
Appendix A - COVID-19 Checklist for Employers and Employees	14
Appendix B - Coronavirus 2019 Basics.....	15
Appendix C - Families First Coronavirus Response Act (FFCRA or Act)	16
Leave Options	16
Appendix D - COVID-19 Leave Frequently Asked Questions (FAQ).....	17



Introduction

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

On March 10, 2020, the Michigan Department of Health and Human Services identified the first two presumptive-positive cases of COVID-19 in Michigan. On that same day, Governor Gretchen Whitmer issued Executive Order 2020-4 declaring a state of emergency across the state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401-.421, and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL 10.31-.33. And in response to the widespread and severe health, economic, and social harms posed by the COVID-19 pandemic, the Governor issued Executive Order 2020-33 on April 1, 2020. This order expanded on Executive Order 2020-4 and declared both a state of emergency and a state of disaster across the state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, and the Emergency Powers of the Governor Act of 1945. As of April 1, 2020, there were 9,334 cases of COVID-19 diagnosed in Michigan and 337 reported deaths.



Roles and Responsibilities

Managers and Supervisors

Managers and supervisors must set a good example by following this plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of COVID-19. Managers and supervisors must require this same behavior from all employees. All managers and supervisors must be familiar with this plan and be ready to answer questions from employees or direct employees accordingly.

Employees

GCRC is asking each of its employees to help with prevention efforts while at work. To minimize the spread of COVID-19, everyone must play their part. As set forth below, GCRC has instituted various housekeeping, social distancing and other best practices. **All employees must follow these practices.**

In general, employees must review and be familiar with the following guidelines:

- If you exhibit symptoms of COVID-19, are diagnosed with COVID-19 or have had close contact with someone who is diagnosed with COVID-19, stay home and follow your healthcare provider's instructions and contact HR.
- Practice proper personal hygiene, environmental cleaning and disinfection in accordance with public health guidance.
- Practice physical distancing in GCRC facilities and at jobsites.
- Use appropriate personal protective equipment (PPE).

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever
- Cough
- Shortness of breath, or difficulty breathing
- Early symptoms may include chills, muscle pain, sore throat, new loss of taste or smell and less common symptoms such as nausea, vomiting or diarrhea

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away.

Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.



Symptoms of Exposure

The CDC has reported that people with COVID-19 have had a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

The CDC website states that the above list is **not** all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

We cannot stress enough the importance of staying home when you are sick. Please do your part to keep everyone safe and healthy and by refraining from coming to work with COVID-19 symptoms.

Infection Prevention Measures to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.



Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover or the provided mask when around others.

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering or mask, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work



Protective Measures

The following protective measures have been implemented by the GCRC:

1. Facilities

- All GCRC buildings have been closed to the public.
- Board meetings will be held via telephone or other electronic means, if possible.
- All packages from vendors are delivered to the stockroom dock. There is no signing allowed.
- The Fleet Maintenance North entrance will only be used by the Fleet Maintenance employees to enter and exit.
- The East End entrance will only be used by Maintenance Department employees to enter and exit.
- Each district facility has been provided a disinfectant dispenser as well as spray bottles.
- Anyone attempting to enter the facility must affirmatively state that:
 - I do not have a fever, cough, shortness of breath, sore throat, or diarrhea,
 - I have not been in close contact in the last 14 days with someone diagnosed with COVID-19,
 - I have not traveled via airplane internationally or domestically in the last 14 days.

A person who cannot say yes to all of the statements will not be allowed to enter the building.

2. Personal Protective Equipment (PPE) and Work Practices

- In addition to regular PPE that is provided, the employees are also provided:
 - Face masks to be worn when working in enclosed work areas and when 6-ft social distancing is not possible.
 - Disposable gloves to use when accessing the time card Kiosk system.
- There are a limited number of employees in the breakroom at one time.
- The vehicles are limited to one person when practical.
- Per Executive Order No. 2020-21 to help suppress the spread of COVID-19, to prevent the state's health care system from being overwhelmed, the GCRC implemented practices which included an alternating weekly work schedule thereby reducing the staff headcount by 50 percent during critical periods.



Cleaning and Disinfecting

The following practices have been implemented and/or increased in an effort to minimize COVID-19 exposure:

- Breakroom areas are cleaned regularly throughout the day.
- The Kiosks are disinfected regularly.
- Each facility is deep cleaned on a weekly basis.
- Each vehicle is provided with disinfectant for daily disinfecting.
- Each facility is treated with a microbial fog process to kill viruses, bacteria, and fungi and prevents the buildup of pathogens.

COVID-19 Exposure

If an employee is experiencing COVID-19 symptoms:

- The employee must immediately contact their health care professional and the Human Resources Department.
- Remain at home until at least 3 days (72 hours) have passed since recovering:
 - *No fever, without use of fever reducing medications*
 - *Improvement of respiratory symptoms (cough, shortness of breath) and*
 - *At least 7 days have passed since the symptoms first appeared.*
- Employees who are out of work due to specified reasons related to COVID-19 may qualify for paid leave entitlement via the Families First Coronavirus Response Act (FFCRA).
- GCRC is working closely with our health care partner on temporary benefit changes that directly relate to COVID-19. Specifically, Blue Cross Blue Shield has indicated that it will:
 - *Fully cover the cost (including cost share) of all medically necessary COVID-19 tests that are prescribed by members' physicians, following CDC guidelines.*
 - *Waive prior authorizations for diagnostic tests and for covered services related to COVID-19 that are medically necessary, if the physician follows the CDC guidelines in prescribing the test.*
 - *Waive early medication refill limits on 30-day prescription maintenance medications (consistent with member's benefits plan) except for opioid drug limits. Members are encouraged to use 90-day mail order benefits if available.*
 - *If there are shortages or access issues due to a COVID-19 outbreak, also ensure formulary flexibility. Patients will not be liable for the additional charges stemming from obtaining a non-preferred medication for COVID-19 treatment—or if there is a shortage of drugs stemming from a COVID-19 outbreak.*
 - *Help to reduce the need for in-person medical care which may lead to further spreading of the virus. Seeking virtual consultations for flu-like symptoms is a safe step for members who want to talk with board-certified doctors and can help to avoid the spread of illness in physician's offices and emergency room settings.*



If an employee tests positive for COVID-19:

- The employee must notify the Human Resources Department and not return to work until it is safe to do so.

People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions:**

- **If you have not had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 10 days have passed since your symptoms first appeared.
- **If you have had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (**without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions:**

- **If you have not had a test** to determine if you are still contagious, you can leave home after these two things have happened:
 - At least 10 days have passed since the date of your first positive test
AND
 - you continue to have no symptoms (no cough or shortness of breath) since the test.
- **If you have had a test** to determine if you are still contagious, you can leave home after:
 - You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

Note: If you develop symptoms, follow guidance above for people with COVID-19 symptoms.

****In all cases, follow the guidance of your doctor and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed virus even after they recover.



If an employee has had close contact with an individual who has tested positive for COVID-19:

- *Call your health care provider. If you do not have a health care provider, call the nearest hospital.*
- *The GCRC will contact officials with the Genesee County Health Department for guidance and will assess the situation to determine what further action needs to be taken in the workplace, if necessary.*

COVID-19 Testing

As GCRC is an essential employer, and to better protect the health and safety of our employees during the COVID-19 pandemic, we have partnered with an approved COVID-19 testing medical provider. This provider can accommodate the essential worker testing expansion and has agreed to test all GCRC employees that are interested in being tested and is eligible.

The medical provider is prepared to conduct both viral tests and antibody tests. Viral tests, which check samples from the respiratory system. The test procedure will consist of swabbing the inside of the individual's nose. The medical provider stated that all tests are sent to a laboratory to be analyzed, results are generally available within 48 hours, confirming or denying if SARS-CoV-2, the virus that causes COVID-19 is detected. Antibody tests check an individual's blood by looking for antibodies, which show if a person had a previous infection with the virus. Depending on when someone was infected and the timing of the test, the test may not find antibodies in someone with a current COVID-19 infection because it can take 1-3 weeks after infection to make antibodies.

Although testing expansion is in place, testing is voluntary, and appointments are required. GCRC Human Resource Department will coordinate with the approved testing medical provider to ensure testing is completed in an efficient and timely manner. Due to the State of Emergency, GCRC employees will not incur any out of pocket costs related to approved COVID-19 testing.



Recordkeeping

If a confirmed case of COVID-19 is reported, the GCRC will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule.

Under OSHA's recordkeeping requirements, COVID-19 is a recordable illness, and thus employers are responsible for recording cases of COVID-19, if:

1. The case is a confirmed case of COVID-19, as defined by the Centers for Disease Control and Prevention (CDC);

- A confirmed case of COVID-19 means an individual with at least one respiratory specimen that tested positive for SARS-CoV-2, the virus that causes COVID-19.

2. The case is work-related as defined by 29 CFR § 1904.5;

- Under 29 CFR § 1904.5, an employer must consider an injury or illness to be work-related if an event or exposure in the work environment (as defined by 29 CFR § 1904.5(b)(1)) either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless an exception in 29 CFR § 1904.5(b)(2) specifically applies.

and

3. The case involves one or more of the general recording criteria set forth in 29 CFR § 1904.7.

- Under 29 CFR § 1904.7, an employer must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. An employer must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

This information is per the OSHA Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 (COVID-19) dated May 19, 2020. This guidance is intended to be time-limited to the current COVID-19 public health crisis.



Confidentiality/Employee Privacy

Except for circumstances in which the GCRC is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances.

When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The GCRC reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

The Company also reserves the right to inform contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.



Appendix A - COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- Fever
- Cough
- Shortness of breath, or difficulty breathing
- Early symptoms may include chills, muscle pain, sore throat, new loss of taste or smell and less common symptoms such as nausea, vomiting or diarrhea.

If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities

- Develop a COVID-19 Preparedness and Response Plan.
- Limit access to the job site and facilities to only those necessary for the work.
- Require all employees, contractors and visitors to comply with the Genesee County Health Department recommendations.
- Ask employees, contractors and visitors to leave and return home if they are showing symptoms.
- Provide personal protective equipment (PPE) to all employees.
- Conduct meetings by phone or online, if possible. If not, instruct employees to maintain 6-feet between each other and to wear a mask or face covering.
- Provide cleaning/disinfecting products and maintain Safety Data Sheets of all disinfectants used on site.

Employee Responsibilities

- Become familiar with GCRC's Preparedness and Response Plan and follow all elements of the plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If hand washing facilities are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.
- Practice social distancing.
- Wear required PPE.

Cleaning/Disinfecting and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. Employees should regularly do the same in their assigned work areas.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Clean shared spaces such as restrooms and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Collect trash frequently by someone wearing the appropriate personal protective equipment.



Appendix B - Coronavirus 2019 Basics

What is novel coronavirus?

- A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.
- A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.

Why is the disease being called coronavirus 2019, COVID-19?

- On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".
- There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization (WHO) best practice for naming of new human infectious diseases.

How COVID-19 Spreads

What is the source of the virus?

- COVID-19 is caused by a coronavirus called SARS-CoV-2. Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people. This occurred with MERS-CoV and SARS-CoV, and now with the virus that causes COVID-19. The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir. However, the exact source of this virus is unknown.

How does the virus spread?

- The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).
- COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.



Appendix C – Families First Coronavirus Response Act (FFCRA)

On March 18, 2020, President Donald Trump signed the U.S. Congress approved Families First Coronavirus Response Act (FFCRA), which is an expansion and amends the Family and Medical Leave Act (FMLA) of 1993.

The law is effective April 1, 2020 and the provisions end on December 31, 2020. The FFCRA seeks to assist employees impacted by novel coronavirus (COVID-19) and applies to employers with *fewer than 500 employees*. FFCRA does not provide leave to an employee who is still able to telework.

While this Act has extensive provisions in response to COVID-19, please note the following are included: (1) one new category of paid FMLA leave related to child care or school disruption due to the current public health emergency for the son or daughter under (18) years of age and (2) paid sick time for specific reasons related to COVID-19.

For more information, please see <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>.

Leave Options

Families First Coronavirus Response Act (FFCRA)

The federal government recently created emergency paid sick leave in response to the coronavirus crisis. Compensation hourly rates depend on your job classification and circumstances. Contact the Human Resources Department to request emergency paid sick leave.

Family Medical Leave Act (FMLA)

The federal government recently passed an expansion of FMLA with special provisions for the coronavirus crisis. FMLA compensation hourly rates depend on your job classification and circumstances. Contact the Human Resources Department to request FMLA.

Vacation Days/Paid Days Off (PDO)

Use vacation days or PDO's. To take either, contact your supervisor with your request.

Unpaid Leave

Requests for unpaid leave must be made in writing to the Human Resources Department.



Appendix D - COVID-19 Leave Frequently Asked Questions (FAQ)

Due to the coronavirus (COVID-19) pandemic, GCRC has implemented some temporary changes to our leave policies. These changes have been made to help provide maximum flexibility for employees facing health and childcare concerns. In addition, the federal government has recently passed expansions to FMLA and paid sick leave under the Families First Coronavirus Response Act.

If you ever have any questions about your leave options, contact the Human Resources Department.

1. Schools and daycares are closed due to the coronavirus. I can't work because I need to care for my son/daughter. What are my options?

You have a couple of options:

1. Use paid leave in the form of *vacation days and/or PDO's*. To take paid leave, contact your supervisor with your request.
2. Take *unpaid leave*. To request unpaid leave, contact the Human Resources Department.
3. Starting April 1, apply for *emergency paid sick leave*. The federal government recently created the Emergency Paid Sick Leave Act (EPSLA) in response to the coronavirus crisis. Under this new law, the need to provide childcare for your healthy children under the age of 18 now qualifies for up to 80 hours of emergency paid sick leave. Compensation hourly rates depend on your job classification and circumstances. To request this leave, contact the Human Resources Department.
4. Starting April 1, apply for leave under the *Family Medical Leave Act (FMLA)*. The federal government recently passed an expansion of FMLA with special provisions for the coronavirus crisis. Under this new law, the need to provide childcare for your healthy children under the age of 18 now qualifies for FMLA. FMLA compensation hourly rates depend on your job classification and circumstances.
5. As a "critical infrastructure worker", you are eligible to access "*essential service childcare*" facilities that were designated by the governor. To get connected to these facilities, fill out the survey here: <https://www.helpmegrow-mi.org/essential> . This website provides a connection to childcare providers who have openings for children ages birth through 12 years old. Fees will apply. Please allow at least 48 hours for a response.

2. I have been exposed to someone diagnosed with coronavirus. What should I do?

You should immediately consult your primary care physician; they will advise you on recommended next steps (for example: self-isolate or just monitor for symptoms). According to the Genesee County Health Department, it is recommended that you self-quarantine for 14 days if you had close contact with an individual diagnosed with COVID-19.



Whether or not you have been diagnosed with coronavirus, if you have been directed by a healthcare provider to quarantine, you are eligible for up to 80 hours of emergency paid sick leave. Hourly compensation rates depend on your job classification and reason for absence.

If you have exhausted your emergency paid sick leave, you may also be eligible for expanded coverage under FMLA. FMLA hourly compensation rates depend on your job classification and reason for absence.

Contact the Human Resources Department to coordinate emergency paid sick leave and/or FMLA.

3. I was sick and told to self-isolate by a healthcare provider. I'm now feeling better, when and how can I return to work?

According to the CDC, employees with COVID-19 who have stayed home (are home isolated) can stop home isolation and return to work under the following conditions:

1. They have been without fever for at least 72 hours (3 full days) (without the use of medicine to reduce the fever) AND
2. Other symptoms have improved AND
3. At least 7 days have passed since their symptoms first appeared.

4. I can't work because I need to care for a loved one who has been diagnosed with coronavirus. What are my options?

You have a couple of options:

1. Use your vacation days and/or PDO's. To take paid leave, contact your supervisor with your request.
2. Take unpaid leave. To request unpaid leave, contact the Human Resources Department.
3. Starting April 1, apply for emergency paid sick leave. The federal government recently created the Emergency Paid Sick Leave Act in response to the coronavirus crisis. Under this new law, the need to care for a loved one diagnosed with coronavirus qualifies for up to 80 hours of emergency paid sick leave. Compensation hourly rates depend on your job classification and circumstances. Contact the Human Resources Department to request emergency paid sick leave.
4. Starting April 1, apply for leave under the Family Medical Leave Act (FMLA). The federal government recently passed an expansion of FMLA with special provisions for the coronavirus crisis. Under this new law, the need to care for a loved one diagnosed with coronavirus now qualifies for FMLA. FMLA compensation hourly rates depend on your job classification and circumstances. Contact the Human Resources Department to request FMLA.



5. I have traveled via airplane within the last two weeks and am now being told I cannot come to work. What are my leave options?

According to the Genesee County Health Department, if you have traveled via airplane within the last 14 days, it is recommended that you self-quarantine for 14 days following your travel. Since this is a quarantine ordered by a public health organization, you should qualify for emergency paid sick leave starting April 1, 2020. Hourly compensation rates depend on your job classification and reason for absence. Contact the Human Resources to coordinate emergency paid sick leave and/or FMLA.

6. What is the effective date of the Families First Coronavirus Response Act (FFCRA), which includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act?

The FFCRA's paid leave provisions are effective on April 1, 2020, and apply to leave taken between April 1, 2020, and December 31, 2020.

7. May I take 80 hours of paid sick leave for my self-quarantine and then another amount of paid sick leave for another reason provided under the Emergency Paid Sick Leave Act?

No. You may take up to two weeks - or ten days - (80 hours for a full-time employee, or for a part-time employee, the number of hours equal to the average number of hours that the employee works over a typical two-week period) of paid sick leave for any combination of qualifying reasons. However, the total number of hours for which you receive paid sick leave is capped at 80 hours under the Emergency Paid Sick Leave Act.

8. If I am home with my child because his or her school or place of care is closed, or child care provider is unavailable, do I get paid sick leave, expanded family and medical leave, or both—how do they interact?

You may be eligible for both types of leave, but only for a total of twelve weeks of paid leave. You may take both paid sick leave and expanded family and medical leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons. The Emergency Paid Sick Leave Act provides for an initial two weeks of paid leave. This period thus covers the first ten workdays of expanded family and medical leave, which are otherwise unpaid under the Emergency and Family Medical Leave Expansion Act unless you elect to use existing vacation, personal, or medical or sick leave under your employer's policy. After the first ten workdays have elapsed, you will receive 2/3 of your regular rate of pay for the hours you would have been scheduled to work in the subsequent ten weeks under the Emergency and Family Medical Leave Expansion Act.

Please note that you can only receive the additional ten weeks of expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act for leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.



9. Is all leave under the FMLA now paid leave?

No. The only type of family and medical leave that is paid leave is expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act when such leave exceeds ten days. This includes only leave taken because the employee must care for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

10. Are the paid sick leave and expanded family and medical leave requirements retroactive?

No.

11. What documents do I need to give my employer to get paid sick leave or expanded family and medical leave?

When requesting paid sick leave or expanded family and medical leave, you must provide your employer either orally or in writing the following information:

1. Your name;
2. The date(s) for which you request leave;
3. The reason for leave; and

A statement that you are unable to work because of the above reason.

If you request leave because you are subject to a quarantine or isolation order or to care for an individual subject to such an order, you should additionally provide the name of the government entity that issued the order. If you request leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, you should additionally provide the name of the health care provider who gave advice.

If you request leave to care for your child whose school or place of care is closed, or child care provider is unavailable, you must also provide:

1. The name of your child;
2. The name of the school, place of care, or child care provider that has closed or become unavailable; and
3. A statement that no other suitable person is available to care for your child.

An addition to the above information, you must also provide to your employer written documentation in support of your paid sick leave as specified in applicable IRS forms, instructions, and information.

Please also note that all existing certification requirements under the FMLA remain in effect if you are taking leave for one of the existing qualifying reasons under the FMLA.



For example, if you are taking leave beyond the two weeks of emergency paid sick leave because your medical condition for COVID-19-related reasons rises to the level of a serious health condition, you must continue to provide medical certifications under the FMLA if required by your employer.

12. If I elect to take paid sick leave or expanded family and medical leave, must my employer continue my health coverage? If I remain on leave beyond the maximum period of expanded family and medical leave, do I have a right to keep my health coverage?

If your employer provides group health coverage that you've elected, you are entitled to continued group health coverage during your expanded family and medical leave on the same terms as if you continued to work. If you are enrolled in family coverage, your employer must maintain coverage during your expanded family and medical leave. You generally must continue to make any normal contributions to the cost of your health coverage. See WHD Fact Sheet 28A: <https://www.dol.gov/agencies/whd/fact-sheets/28a-fmla-employee-protections>.

If you do not return to work at the end of your expanded family and medical leave, check with your employer to determine whether you are eligible to keep your health coverage on the same terms (including contribution rates). If you are no longer eligible, you may be able to continue your coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA, which generally applies to employers with 20 or more employees, allows you and your family to continue the same group health coverage at group rates. Your share of that cost may be higher than what you were paying before but may be lower than what you would pay for private individual health insurance coverage. (If your employer has fewer than 20 employees, you may be eligible to continue your health insurance under State laws that are similar to COBRA. These laws are sometimes referred to as "mini COBRA" and vary from State to State.) Contact the Employee Benefits Security Administration at <https://www.dol.gov/agencies/ebsa/workers-and-families/changing-jobs-and-job-loss> to learn about health and retirement benefit protections for dislocated workers.

If you elect to take paid sick leave, your employer must continue your health coverage. Under the Health Insurance Portability and Accountability Act (HIPAA), an employer cannot establish a rule for eligibility or set any individual's premium or contribution rate based on whether an individual is actively at work (including whether an individual is continuously employed), unless absence from work due to any health factor (such as being absent from work on sick leave) is treated, for purposes of the plan or health insurance coverage, as being actively at work.



13. Who is a son or daughter?

Under the FFCRA, a “son or daughter” is your own child, which includes your biological, adopted, or foster child, your stepchild, a legal ward, or a child for whom you are standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. For additional information about in loco parentis, see [Fact Sheet #28B: Family and Medical Leave Act \(FMLA\) leave for birth, placement, bonding or to care for a child with a serious health condition on the basis of an “in loco parentis” relationship.](#)

In light of Congressional direction to interpret definitions consistently, WHD clarifies that under the FFCRA a “son or daughter” is also an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability. For additional information on requirements relating to an adult son or daughter, see [Fact Sheet #28K](#) and/or call our toll free information and help line available 8 am–5 pm in your time zone, 1-866-4US-WAGE (1-866-487-9243).

14. Do I qualify for leave for a COVID-19 related reason even if I have already used some or all of my leave under the Family and Medical Leave Act (FMLA)?

If you are an eligible employee, you are entitled to paid sick leave under the Emergency Paid Sick Leave Act regardless of how much leave you have taken under the FMLA.

However, if your employer was covered by the FMLA prior to April 1, 2020, your eligibility for expanded family and medical leave depends on how much leave you have already taken during the 12-month period that your employer uses for FMLA leave. You may take a total of 12 workweeks for FMLA or expanded family and medical leave reasons during a 12-month period. If you have taken some, but not all, 12 workweeks of your leave under FMLA during the current 12-month period determined by your employer, you may take the remaining portion of leave available. If you have already taken 12 workweeks of FMLA leave during this 12-month period, you may not take additional expanded family and medical leave.

For example, assume you are eligible for preexisting FMLA leave and took two weeks of such leave in January 2020 to undergo and recover from a surgical procedure. You therefore have 10 weeks of FMLA leave remaining. Because expanded family and medical leave is a type of FMLA leave, you would be entitled to take up to 10 weeks of expanded family and medical leave, rather than 12 weeks. And any expanded family and medical leave you take would count against your entitlement to preexisting FMLA leave.

If your employer only becomes covered under the FMLA on April 1, 2020, this analysis does not apply.



15. May I take leave under the Family and Medical Leave Act over the next 12 months if I used some or all of my expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act?

It depends. You may take a total of 12 workweeks of leave during a 12-month period under the FMLA, including the Emergency Family and Medical Leave Expansion Act. If you take some, but not all 12, workweeks of your expanded family and medical leave by December 31, 2020, you may take the remaining portion of FMLA leave for a serious medical condition, as long as the total time taken does not exceed 12 workweeks in the 12-month period. Please note that expanded family and medical leave is available only until December 31, 2020; after that, you may only take FMLA leave.

For example, assume you take four weeks of Expanded Family and Medical Leave in April 2020 to care for your child whose school is closed due to a COVID-19 related reason. These four weeks count against your entitlement to 12 weeks of FMLA leave in a 12-month period. If you are eligible for preexisting FMLA leave and need to take such leave in August 2020 because you need surgery, you would be entitled to take up to eight weeks of FMLA leave.

However, you are entitled to paid sick leave under the Emergency Paid Sick Leave Act regardless of how much leave you have taken under the FMLA. Paid sick leave is not a form of FMLA leave and therefore does not count toward the 12 workweeks in the 12-month period cap. But please note that if you take paid sick leave concurrently with the first two weeks of expanded family and medical leave, which may otherwise be unpaid, then those two weeks do count towards the 12 workweeks in the 12-month period.