



SAMPLE COVID 19 EMPLOYEE COMMUNICATION FOR BUSINESSES < 500 EMPLOYEES

As you all know, we are currently living in unprecedented times. The Coronavirus has affected our daily lives in ways we could not have imagined. We wish to express our concern for your health and wellbeing during this difficult time. We'd also like to make you aware of some leave benefits that have recently been enacted and that may be available to you, depending on your personal situation.

The Families First Coronavirus Response Act (FFCRA) has been signed into law and will take effect on April 2, 2020. The FFCRA provides paid leave relief for employees in response to the COVID-19 virus and the effects that the subsequent quarantine orders and business and school closures can have on your daily working life. Its important to note that this law is in addition to any PTO or sick leave you have accrued at [COMPANY NAME] and not instead of that.

There are two key aspects of the FFCRA regarding leave for employees and paid benefits: (1) the Emergency Paid Sick Leave Act and (2) the Emergency Family and Medical Leave Expansion Act.

Emergency Paid Sick Leave Act (EPSLA)

The Emergency Paid Sick Leave Act provides up to 80 hours of paid sick time to full time employees if they are unable to work for any of the qualifying uses below. Eligible part-time employees are entitled to paid sick time equal to the number of hours they work on average over a two-week period. The leave must be related to Covid-19. Note: If you are able to telework, you are not eligible for this leave.

Eligibility – Full-time and Part-time workers, available immediately without a waiting period

Qualifying Use - An employee is entitled to paid sick time if the employee is unable to work for any of the following reasons

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. The employee is caring for a family member who is subject to a federal, state or local quarantine or isolation order, or advised by a healthcare provider to self-quarantine, due to COVID-19;
5. The employee is caring for their child due to a COVID-19-related school/childcare provider closure; or
6. The employee is "experiencing any other substantially similar condition" specified by the Secretaries of the Department of Health and Human Services, Treasury Department and Department of Labor.



Compensation - Paid sick leave under the EPSLA is not paid at your full salary or wage rate. You can earn up to \$511 per day if the qualifying use relates to numbers 1, 2 or 3 above.

By contrast, you can only earn up to \$200 per day if qualifying uses 4, 5 or 6.

Emergency Family Medical Leave Expansion Act

Eligibility – up to 12 weeks of leave, 30 day waiting period

Qualifying Reasons - Available if an employee is unable to work (or work from home) due to a need to care for their child (under 18) because of a school or childcare provider closure. Again, if you can telework, you are not available for this leave. This Act also provides job protection to the employee.

Compensation – the first 10 days are unpaid. You may use the Emergency Paid Sick Leave, described above, or your accrued PTO. After the first 10 days, an employee will be compensated at 2/3 of their regular rate, up to \$200 per day.

The above laws go into effect on April 2, 2020 and expire on December 31, 2020. We are continuing to monitor the situation daily. If you have any questions about the above laws, please contact [NAME, EMAIL]. Stay safe and healthy.