

LOUISVILLE METRO HOUSING AUTHORITY (LMHA)
Coronavirus Disease 2019 (COVID-19) Protocols and Emergency Personnel Policies
Revised April 17, 2020

I. EMERGENCY COVID-19 PROTOCOLS

Employees who have questions regarding the Coronavirus may call the Kentucky COVID-19 Hotline number at 1-800-722-5725. Additionally, for more information, employees may go to the COVID-19 website at kycovid19.ky.gov or LMHA's website at lmha1.org and click on the "what you need to know about COVID-19" link at the top of the page.

A. What to do if an Employee appears to be Exhibiting COVID-19 Symptoms or Calls Into Work Sick

If an employee is at work and appears to be exhibiting symptoms of COVID-19 as described by the CDC, the supervisor or department head may ask the employee if he/she is experiencing COVID-19 symptoms. If the employee responds that he or she is experiencing the symptoms, then the supervisor or department head must instruct the employee to leave work and contact his or her physician who will instruct the employee on the next steps. The employee must also be informed that if he or she test positive for COVID-19, he or she must contact the Director of Personnel or her designee.

The supervisor or department head must inform the Director of Personnel or her designee that the employee has been instructed to leave the workplace. The Director of Personnel, in cooperation with the supervisor or department head, will identify those employees who had come in contact with the employee within the preceding 48 hours. If the employee notifies Personnel that he or she tested positive then Personnel will follow the appropriate steps as outlined below.

If an employee calls into work sick, the supervisor or department head may ask the employee if he/she is experiencing COVID-19 like symptoms. If the employee responds that he or she is experiencing the symptoms, then the supervisor or department head must follow the steps below.

According to the CDC, the signs and symptoms of COVID-19 are **Fever, Cough, Shortness of breath**. The symptoms may appear in as few as 2 days or as long as 14 days after exposure.

B. What to Do if an Employee Test Positive for COVID-19

In the event an employee tests positive for Coronavirus disease (COVID-19), that employee must immediately notify the Director of Personnel or her designee.

Joyce Babb, Director of Personnel, can be reached at (502) 569-3426-office; Email – babb@lmha1.org.

Vickie Greathouse, Personnel Analyst, can be reached at (502) 569-3429; Email – greathou@lmha1.org.

The Director of Personnel will inform the Executive Director and the Director or the Assistant Director of the employee's department.

The employee's Director or Assistant Director must close off the area occupied by the test positive and exposed employee(s) and immediately contact the appropriate persons (Latasha "Tasha" Kilgore or Norma Ward who will contact Trieco) to clean and sanitize the affected area(s).

Tasha Kilgore can be reached at (502)569-4510-office, (502) 260-1122-cell or by email at kilgore@lmha1.org.

Norma Ward can be reached at (502) 569-4888-office; (502) 439-5212 – cell or by email at ward@lmha1.org. An alternate email address for Norma is NrmWard@gmail.com.

The Director of Personnel, or her designee, will inform the test positive employee that the Center for Disease Control (CDC) has advised employers to inform employees of possible exposure to COVID-19, without disclosing the name of the employee who tested positive.

The Director of Personnel, or her designee, will then ask the test positive employee for the names of all LMHA employees he or she has been in close contact with within the workplace within the preceding 48 hours (2 days). The CDC defines "close contact" as 6 feet or closer for 20 minutes or longer.

The Director of Personnel must inform the exposed employee(s) that the CDC has advised employers to inform employees of their possible exposure or exposure to COVID-19. Then inform the employee(s) that he or she has been exposed to the virus. The name of the test positive employee **will not** be disclosed.

The exposed employee(s) will be instructed to leave the workplace and to contact their physicians and advise that they have been exposed to COVID-19. The physicians will instruct the employees of the next steps.

The Department of Public Health and Wellness (Health Department) will send a Public Health Advisory notice to LMHA's Executive Director advising that a case of COVID-19 has been diagnosed in an individual at LMHA. **Only the employee's work location is disclosed on the advisory notice.** The Executive Director will send a copy of the advisory notice to all LMHA employees.

C. What to do if an employee "self declares" that he or she is in the high risk category for COVID-19:

An Administrative & Supervisory (A&S) employee who voluntarily informs his or her supervisor or Personnel that he or she has medical condition(s) which classify the employee as "high risk" under COVID-19 may work from home, if possible. The supervisor must work with the employee to make the telework arrangements. In the event the employee's job duties and responsibilities do not permit him or her to work from home, then the employee may take leave.

Maintenance employees who are at "high risk" may take leave. The employee may use his or her accrued sick leave, personal leave and vacation leave. The employee may also be granted advanced sick leave and vacation leave to cover the time off work due to the COVID-19 pandemic. In the event the employee exhaust all available leave time and goes on "no-pay" status, the employee may be granted COVID-19 leave (*see Emergency Personnel Policies below*).

An A&S or Maintenance employee who is at "high risk" and who has been advised by his or her health care provider to self-quarantine related to COVID 19, may take emergency paid sick leave as provided under the "Families First Coronavirus Response Act" also referred to in these policies as the "Families First Act" (*see Emergency Personnel Policies below*). This leave may be taken before any other leave that is available to employees.

While on leave, Maintenance employees and A&S employees who cannot work from home, will continue to accrue leave time in the same manner as if he or she were working.

The employee will continue to pay his or her share of the health insurance premium while on leave. In the event the employee exhaust all available leave and goes into "no-pay" status, he or she will still be responsible for only his or her share of the health insurance premium.

Employees who work from home or who are on leave due to being "high risk" under COVID-19, must continue to work from home or remain on leave during the duration of the COVID-19 emergency.

**LMHA is making every effort to assist employees during this unprecedented time. The guidelines outlined here are LMHA's best effort to assist those employees who are classified as "high risk" under COVID-19 at this time. LMHA will continue to evaluate and address issues brought by employees to Personnel on a case-by-case basis.*

D. What to do if an employee is not “High Risk” under COVID-19 but ask to self-isolate:

An employee who is not “High Risk” under COVID-19, but who request to self-isolate may be allowed to work from home if the employee’s job duties and responsibilities allow him or her to do so. If the employee’s job duties and responsibilities do not allow him or her to work from home, then the employee may take leave using his or her accrued leave time.

Employees who choose to self-isolate and who as a result works from home; or is on leave status must continue to work from home or remain on leave status for the duration of the COVID-19 emergency.

E. Shelter In Place:

In the event of a “shelter in place” order, A&S employees will work their normal work schedules from home. Employees who cannot work from home, will be placed on leave. These employees will be allowed to use all accrued leave time and may also be granted advanced sick leave and vacation leave in the event the accrued leave time is exhausted. If the employee goes on “no-pay” status, he or she will be responsible for only his or her share of the health insurance premium.

A maintenance employee who is on leave due to a “shelter in place” order and is being allowed to use sick leave time, he or she will be paid overtime in the event he or she is called in for an emergency.

A & S and Maintenance employees who are placed on leave due to a Federal, State, or local quarantine or isolation order related to COVID-19, are eligible for up to 80 hours of paid sick leave as provided under the Families First Act. The employee may use this paid sick leave before using his or her accrued leave time.

While sheltering in place, employees should remember to practice everyday prevention strategies. Avoid close contact with those who are sick, cover your nose and mouth when coughing or sneezing with a tissue or the crook of your arm. Immediately throw the tissue away. Wash your hands often for 20 seconds with soap and water and avoid touching your eyes, nose or mouth.

F. Work from Home (Telework) Guidelines:

Employees whose job duties and responsibilities permit, may work from home (telework). The supervisor will determine the employee’s telework schedule. The employee must report to his or her supervisor on a daily basis by phone or by email. The employee’s supervisor must review and approve the employee’s work time on a daily basis.

In the event the employee is not able to work on a scheduled workday, he or she must call in to the supervisor and report the absence from work as usual.

Employees who telework may do so intermittently, provided a “shelter in place” order has not been issued. Employees may work a schedule which allows them to work both remotely and come into the office to work.

Employees whose job duties and responsibilities do not allow them to perform a full regular workday at home may work part of their workday from home and part of their workday in the office; or the employee may use leave time.

G. Recording Hours Worked from Home:

The Fair Labor Standards Act (FLSA) require employers to maintain records of hours worked by non-exempt (hourly) employees. Supervisors of non-exempt employees who are working from home must ensure that those employees are accurately recording the time they spend on work activities.

Therefore, employees must make sure they are accurately reporting the time they spend on their work activities to their supervisors on a daily basis. Also, supervisors must ensure that non-exempt employees are taking their morning and afternoon breaks and lunch break during their workday as usual.

The flex schedule of non-exempt employees who are teleworking will be temporarily suspended. These employees will work ten 8-hour days during each 80 hour pay period.

II. EMERGENCY PERSONNEL POLICIES IN RESPONSE TO CORONAVIRUS DISEASE 2019 (COVID-19)

LMHA will comply with the guidelines issued by the Center for Disease Control and the recommendations of the Department of Public Health and Wellness. These guidelines and recommendations include, but are not limited to, social distancing, tele-working (where appropriate), and staggered staff work hours to minimize human contact. Additionally, employee’s responsibilities and duties may be amended as necessary and appropriate, so as to ensure that duties and services are continuously delivered to our residents.

A. The Families First Coronavirus Response Act (“FFCRA or Families First Act”):

The Families First Coronavirus Response Act, also referred to in these policies as the “Families First Act” became effective April 1, 2020 and remains in effect through December 31, 2020. Paid sick time under the *Emergency Paid Sick Leave Act* Division of the Families First Act may be used before other paid leave that is available to employees. The *Emergency Family and Medical Leave Expansion Act* Division of the Families First Act permits employees to take paid leave when an employee cannot work because the school or child-care provider of that employee’s child is closed as a result of a public-health emergency (COVID-19).

The Families First Act require employers with fewer than 500 employees; federal, state, and local public agencies to provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

Under the Families First Act, 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 childcare 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.*

An employee is entitled to up to two weeks (80 hours) of fully or partially paid sick leave based on the higher of the employee’s regular rate of pay, or the applicable State or Federal minimum wage, paid according to the above COVID-19 qualifying reasons as follows:

Applicable Division of The Families First Act	Payment	Qualifying Reason (s)
Emergency Paid Sick Leave Act (Division E)	100% of employee regular rate of pay up to \$511 per day to total maximum \$5,110	Reasons 1, 2, 3
Emergency Paid Sick Leave Act (Division E)	2/3 of employee regular rate of pay up to \$200 per day to total maximum \$2,000	Reasons 4 and 6
Emergency Family and Medical Leave Expansion Act (Division C)	Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 up to @200 daily to total maximum \$12,000.	Reason 5

- 1 Emergency Paid Sick Leave Act:** Under this Division of the Families First Act employees who are unable to work due to the effects of COVID-19 are entitled to up to two weeks (80 hours) of fully or partially paid sick time which is available immediately for the employee’s use. The sick time is paid as outlined in the above table. Paid sick time under this section may not be carried over from one year to the next, will not be paid out if the employee resigns, retires, or is terminated; and expires on December 31, 2020.

Where the employee is paid 2/3 of his or her regular rate of pay, the employee may use accrued leave time for the remaining 1/3 of his or her regular pay. Any accrued sick time used for this purpose will not count against the employee for attendance purposes.

This time should be coded on the employee’s timesheet as follows:

- Emergency Paid Sick Leave for self – Use code ***EPSL-self***
- Emergency Paid Sick Leave for family member – Use code ***EPSL-other***

- 2 Emergency Family and Medical Leave Expansion Act:** Under this Division of the Families First Act, employees who cannot work because the school or child-care provider of the employee’s child is closed as a result of a public-health emergency are eligible for up to twelve weeks of

Expanded family and medical leave. The first ten (10) days of this leave is unpaid. However, employees may use their accrued leave time or emergency paid sick leave, paid at two thirds (2/3) of the employee's regular rate of pay, during this time. The remaining ten (10) weeks of expanded family and medical leave is paid at two-thirds (2/3) of the employee's regular rate of pay. Employees may use accrued leave time to receive pay for the remaining one-third (1/3).

To be eligible for the expanded family and medical leave, the employee must have been employed with the LMHA for at least thirty (30) days prior to their leave request. The employee's eligibility for expanded family and medical leave depends on how much leave, if any, the employee has already taken during the 12-month period under the normal Family and Medical Leave Act (FMLA) that immediately precedes the employee's request for expanded family and medical leave. In other words, the employee is eligible for a combined total of twelve weeks of emergency family and medical leave and normal family and medical leave during a twelve month period.

For Example:

- If an employee has not taken regular FMLA leave during the twelve month period immediately preceding his or her request for emergency family and medical leave, he or she is entitled to twelve weeks of emergency family and medical leave;
- If an employee has already taken six weeks, for example, of normal FMLA leave during the twelve month period immediately preceding his or her request for emergency family and medical leave, then the employee is only entitled to six weeks of emergency family and medical leave during the remainder of his or her twelve month FMLA leave period.
- If the employee has exhausted his or her 12 weeks of FMLA leave entitlement during the twelve month period immediately preceding his or her request for emergency family and medical leave, then the employee may not take additional leave under the Emergency Family and Medical Leave Expansion Act.

B. Intermittent Leave Under the Families First Act:

Paid sick leave or expanded family and medical leave may be taken intermittently while an employee is **teleworking**.

If the employee is unable to work his or her normal schedule of hours due to one of the qualifying reasons in the Emergency Paid Sick Leave Act (see # 1 above), the employee may take paid sick leave intermittently while teleworking.

If an employee is prevented from teleworking his or her normal schedule of hours because he or she need to care for his or her child whose school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons; or the employee is assisting his or her child with Non-Traditional Instruction (NTI) for school because the child's school is closed due to COVID-19 related reasons, the employee may take expanded family medical leave intermittently while teleworking.

An employee **may not** take paid sick leave intermittently **while working at his or her usual worksite** if the requested intermittent leave is for one of the following COVID-19 related reasons:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to Covid-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

For additional information on The Families First Coronavirus Response Act, you may go to www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave

C. LMHA Emergency Leave Policies:

1. LMHA full-time and part-time employees **who are symptomatic for the COVID-19 virus under medically directed isolation** will receive up to ten (10) days of paid emergency sick leave. These days can also be used to care for an employee's parent, spouse, or child that is symptomatic or medically isolated. Under no circumstances will Emergency Sick Leave exceed ten (10) calendar days. This paid time should be coded on the employee's time sheet as **Sick-Emergency COVID- 19**.
2. Once the employee has used all paid leave available to him or her, including paid sick leave under the Families First Act, then the employee may use his or her accrued sick leave in accordance with LMHA established policy.
3. If an employee's position allows teleworking, the employee may telework using intermittent regular time while symptomatic. Employees are symptomatic if they display symptoms as described by health professionals from the federal, state, or local government.
4. LMHA's sick leave policies allow full-time employees to use sick time for themselves and/or family members. In the event an employee has exhausted all leave time available to him or her and need to be off work for his or herself; or family member, the employee may be granted an advancement of 12 sick days.
5. Where necessary, employees will be permitted to be advanced up to 5 vacation days. Under normal conditions, LMHA does not advance vacation days; however, in cases where employees have exhausted all available leave time due to COVID-19, this is an additional option being made available. The days advanced are expected to be repaid.

6. When requesting advanced leave time, the employee must submit his or her request for a sick leave advance or vacation leave advance, in writing, to the Director of Personnel and a copy to his or her supervisor.
7. Jefferson County public and private schools have been closed through at least April 2020 due to COVID-19. Additionally, after school care programs, such as CEP, and Daycare centers are also closed leaving some employees without childcare. Employees who are without childcare as a direct result of closings related to COVID-19 are eligible to receive two-thirds (2/3) of their regular rate of pay up to \$200 per day and \$12,000 total under the Families First Act. **Additionally** employees are allowed to use their accrued vacation, accrued sick time, 12-days of advance sick leave and 5 days of advance vacation, as necessary. The employee may choose the order in which to use their accrued leave time. The employee may also choose the order in which to request and use the advanced leave time after they have exhausted their accrued leave time.
8. In the event, an employee reaches “no pay” status, due to the COVID-19 pandemic, the employee will be flagged and granted 10 COVID-19 leave days. The employee **will not** be required to repay the days. The days will be granted whether or not the employee is or has been symptomatic for the COVID-19 virus and will be in addition to any other leave time that has been granted.

COVID-19 leave days should be coded on the employee’s time sheet as **Sick-COVID-19** when sick leave is used and **Vacation-COVID-19** when vacation time is used. A complete list of COVID-19 related pay codes are provided below.

9. In the event an employee who previously entered “no-pay” status and was granted COVID-19 leave time as described above, again enters “no-pay” status, LMHA will determine if additional leave days will be granted.
10. The initial employment leave restrictions will be waived for new employees who need to be off work due to COVID-19. This means the employee will be able to use leave time earned during his/her initial evaluation period. Additionally, the new employee will be eligible to receive the sick leave and vacation leave advances.
11. Employees are encouraged to stay home if they have a fever of 100.4 or above, as recommended by the CDC, or are exhibiting any of the COVID-19 symptoms.

D. COVID-19 Pay Codes:

The following pay codes are to be used for COVID-19 related absences when preparing timesheets.

The following codes are to be used when the time off work is covered by the Families First Coronavirus Response Act.

- A. Use Code **EPSL – Self** when taking leave for one of the following reasons:

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.

B. Use Code ***EPSL-Other or EPSL- Others*** when taking leave for one of the following reasons:

4. Is caring for an individual subject to an order described in # 1 above or self-quarantine as described in # 2 above.
5. Is caring for his or her child whose school or place of care is closed (or childcare 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.

C. Use Code ***Emergency Family and Medical Leave*** when taking leave under the expanded medical and family leave provision of the Act.

The following codes are to be used when taking leave time under the LMHA emergency leave policies:

1. Use Code ***Sick-Emergency COVID*** when the 10 days of emergency sick leave is used.
2. Use Code ***Sick-COVID 19*** when taking leave for one of the following reasons:
 - All accrued sick time used for COVID-19 related absences
 - Sick leave advances related to COVID 19
 - COVID 19 leave granted when an employee has exhausted all other available leave, including advanced leave time, and is entering “no pay status”.
3. Use Code ***Vacation-COVID-19*** when accrued vacation time and advanced vacation time is used for COVID-19 related absences.

E. Return to Work Statements:

A & S employees are normally required to submit a return to work statement if they have been off work 3 days or longer. This requirement has been temporarily waived until we get past the COVID-19 pandemic. **However**, if an employee is off work due to COVID-19, or off work with symptoms involving a fever, the employee must submit a doctor statement clearing him or her to return to work.

Personnel staff has talked with Concentra and have been informed that patients are generally given a statement from their primary care physician at the time of his or her initial visit which states that if the patient’s symptoms have cleared in 14 to 21 days, they can return to work.

When the employee is given a statement at his/her initial visit and is told he or she may return to work if symptoms have cleared in 14 to 21 days, and the employee is not required to return to his/her primary care physician’s office, the employee will be required to take their primary care physician’s initial statement to Concentra for a final exam and clearance to return to work. Please note the employee **will not** be tested for COVID-19.

The employee must contact Patricia Packer, Benefits Coordinator, and she will schedule the appointment with Concentra. This is necessary because the appointment must be authorized by Personnel. Concentra must have the employee's release statement from his or her primary care physician. The employee can take the statement with him or her to Concentra when reporting for the appointment. They may also mail or email their statement to Ms. Packer (not directly to Concentra). Ms. Packer can be reached at (502) 569-3428 or by Email at Packer@lmha1.org.

Maintenance employees are required by contract to submit a statement upon return to work in order to be paid. This requirement goes into effect after the fourth absence from work. If the employee reports that he/she is unable to get a return to work statement because of the backlog in his/her physician's office, LMHA will evaluate these situations on a case by case basis and the requirement may be waived. **However**, where the employee is off work due to COVID-19, or off work with symptoms involving a fever, the employee must follow the process outlined above and submit a return to work statement.

All employees have been provided his or her own thermometer. If an employee is not feeling well the employee may check his or her temperature. If there is a temperature, the employee is to notify his or her supervisor, leave work and contact his or her doctor. In the event an employee is exhibiting COVID-19 symptoms, the supervisor may send that employee home. After being sent home, the employee must contact his or her doctor.

According to the CDC, the signs and symptoms of COVID-19 are **Fever, Cough, Shortness of breath**. The symptoms may appear in as few as 2 days or as long as 14 days after exposure. The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html

F. Employee Assistance Program:

The Employee Assistance Program (EAP) is available for any employee who may be experiencing "COVID-19 fatigue", or other concerns. The EAP counsellors are available for phone counselling at (502) 452-9227. Face to face counseling has been temporarily discontinued. Employees may also access the LMHA employee portal for information on how to access other mental health resources.

It is LMHA's goal to work with every employee to make this difficult time as less stressful as possible. If you have an issue or concern that is not addressed in these policies, please contact the Personnel Services Department.

Stay safe, be encouraged *and remember*, **"We will get through this together!"** Practice social distancing, wash your hands often with soap and water for 20 seconds, avoid touching your eyes, nose and mouth; cover your mouth and nose with a tissue or sleeve when coughing or sneezing and throw away the tissue; avoid contact with sick people and stay home if you are sick.

LOUISVILLE METRO HOUSING AUTHORITY
Frequently Asked Questions – COVID-19

1. What is coronavirus (COVID-19) disease?

The 2019 novel coronavirus causes a respiratory disease called COVID-19. Infections with this new virus have been reported in many areas, including Kentucky and Indiana. You may visit the Center for Disease Control (CDC) website for a list of affected areas: [cdc.gov/coronavirus/2019-ncov/travelers](https://www.cdc.gov/coronavirus/2019-ncov/travelers).

2. How serious is COVID-19? What are the symptoms?

Reported illnesses due to COVID-19 have ranged from mild to severe. Symptoms can include fever, cough, or shortness of breath. People who are at most risk for severe illness are elderly or have other health conditions.

3. How many days does it take to get sick from the virus after exposure?

The CDC believes that symptoms of COVID-19 may appear between 2 and 14 days after exposure. This period is called the incubation period.

4. What is the best way to prevent COVID-19?

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing;
- Avoid close contact with people who are sick;
- Avoid touching your eyes, nose and mouth;
- Stay home when you are sick;
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash;
- Clean and disinfect frequently touch objects and surfaces using a regular household cleaning spray or wipe.

5. What happens if an employee comes to work with virus symptoms?

If an employee reports to work and appears to be exhibiting COVID-19 symptoms, the supervisor or department head may ask the employee if he/she is experiencing COVID-19 symptoms. If the employee responds that he or she is experiencing the symptoms, then the supervisor or department head must instruct the employee to leave work and contact his or her physician who will instruct the employee on the next steps. If the employee test positive for COVID-19, the employee must contact the Director of Personnel, Joyce Babb at (502) 569-3426 or her designee, Vickie Greathouse at (502) 569-3429.

6. Are employees allowed to telework (work from home)?

Yes; Employees whose job duties and responsibilities permit, may work from home (telework). The supervisor will determine the employee's telework schedule. The employee must report

to his or her supervisor on a daily basis by phone or by email. The employee's supervisor must review and approve the employee's work time on a daily basis.

7. How does LMHA deal with school and/or daycare closings?

Employees who are without childcare as a direct result of closings related to COVID-19 are allowed to use their accrued vacation, accrued sick time, 12-days of advance sick leave and 5 days of advance vacation, as necessary. The employee may choose the order in which to use their accrued leave time. The employee may also choose the order in which to request and use the advanced leave time after they have exhausted their accrued leave time.

8. What happens if an employee exhaust his or her sick leave due to the COVID-19 pandemic?

If an employee exhaust all of his or her leave time, and need to be off work for himself or herself; or family member, the employee may be granted an advancement of 12 sick days and up to 5 vacation days. Under normal conditions, LMHA does not advance vacation days; however, in cases where employees have exhausted all available leave time due to COVID-19, this is an additional option being made available. The days advanced are expected to be repaid.

If an employee reaches "no pay" status, due to the COVID-19 pandemic, the employee will be flagged and granted 10 COVID-19 leave days. The employee **will not** be required to repay the days. The days will be granted whether or not the employee is or has been symptomatic for the COVID-19 virus and will be in addition to any other leave time that has been granted. Time off for COVID-19 can either be identified on the employee's time sheet, leave request and/or by informing Personnel directly.

If an employee who previously entered "no pay" status and was granted COVID-19 leave time as described above, again enters "no-pay" status, LMHA will determine if additional leave days will be granted.

9. How are employees who are unable to work due to being in a high risk health category handled?

An Administrative & Supervisory (A&S) employee who voluntarily informs his or her supervisor or Personnel that he or she has medical condition(s) which classify the employee as "high risk" under COVID-19 may work from home, if possible. The supervisor must work with the employee to make the telework arrangements. In the event the employee's job duties and responsibilities does not permit him or her to work from home, then the employee may take leave.

Maintenance employees who are at "high risk" may take leave. The employee may use his or her accrued sick leave, personal leave and vacation leave. The employee may also be granted advanced sick leave and vacation leave to cover the time off work due to the COVID-19 pandemic. In the event the employee exhaust all available leave time and goes on "no-pay" status, the employee may be granted COVID-19 leave (*see Emergency Personnel Policies below*).

While on leave, Maintenance employees and A&S employees who cannot work from home, will continue to accrue leave time in the same manner as if he or she were working. The employee

will continue to pay his or her share of the health insurance premium while on leave. In the event the employee exhaust all available leave and goes into “no-pay” status, he or she will still be responsible for only his or her share of the health insurance premium.

Employees who work from home or who are on leave due to being “high risk” under COVID-19, must continue to work from home or remain on leave during the duration of the COVID-19 emergency.

10. What notification should an employee make of their sickness or isolation to use the 10 Emergency Sick Leave days?

Employees will notify their supervisor about their condition and the need to miss work. The supervisor will notify the Director of Personnel, Joyce Babb @ (502) 569-3426, babb@lmha1.org or her designee, Vickie Greathouse @ (502) 569-3429, greathou@lmha1.org.

11. Does emergency sick leave include people who want to stay at home for children or parents?

Yes; Emergency sick leave can be used to care for an employee’s parent, spouse, or child that is symptomatic or medically isolated.

12. What medical documentation is required for Emergency Sick Leave?

For Covid-19, no medical documentation is required to document the illness.

13. Will the employee be required to provide an all-clear note to return to work?

Yes; If an employee is off work due to COVID-19, or off work with symptoms involving a fever, the employee must submit a doctor statement clearing him or her to return to work.

The Family First Coronavirus Response Act (“FFCRA” or “Family First”)

1. What is the Family First Coronavirus Response Act?

The Family First Act requires Employers with fewer than 500 employees to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. The provisions of the Act apply from April 1, 2020 through December 31, 2020.

2. What are the Paid Leave Entitlements Under the Family First Act?

Employees are entitled to 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% up to \$511 daily and \$5,110 total for specified qualifying reasons,
- 2/3 up to \$200 daily and \$2,000 total for specified qualifying reasons; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 daily up to \$200 daily and \$12,000 total for specified qualifying reasons.

*See Section II, Letter A of *Emergency Personnel Policies* for the list of specified qualifying reasons.

4. Does the employee have to provide supporting documentation to get the paid sick leave or expanded family medical leave?

Yes. The employee must provide documentation in support of his or her paid sick leave request. Employees must also provide documentation in support of his or her request for expanded family and medical leave.

Please note that all existing certification requirements under the normal FMLA remain in effect if the employee is taking leave for one of the existing qualifying reasons under normal FMLA. *For example*, if an employee's medical condition for COVID-19 related reasons rises to the level of a *serious health condition*, as defined under the normal FMLA, then the employee must provide medical certification under the FMLA as is normally required.

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

No. The employee may take up to two weeks, (80 hours for a full-time employee, or for a part-time employee, the average number of hours the employee works over a typical two week period) of paid leave for any combination of qualifying reasons. However, the total number of hours for which an employee may receive paid sick leave may not exceed 80 hours under the Emergency Paid Sick Leave Act.

5. Can an employee take expanded family and medical leave intermittently while the employee's school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons, if the employee is not teleworking?

Yes, subject to an approved schedule by the employee's Department Head.

6. If an employee's scheduled work hours are reduced because the employee does not have enough work to perform, may the employee use paid sick leave or expanded family and medical leave for the hours the employee is no longer scheduled to work?

No, because the employee is not prevented from working those hours due to a COVID-19 qualifying reason, even if the reduction in hours is somehow related to COVID-19.

Health and Safety Questions:

1. Does the Center for Disease Control (CDC) recommend the use of facemask or face coverings to prevent COVID-19?

The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies and especially in areas of significant community-based transmission. The CDC also advises that cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

For more information go to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

2. Should employees wear a face mask or face covering at work?

It is recommended, but not required, that LMHA personnel working in public settings where social distancing measures are difficult to maintain wear a cloth face covering. Voluntary use of cloth face coverings is appropriate for any and all LMHA staff who are physically able to do so. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the covering/mask without assistance.

3. Where can I go to get the facts about COVID-19?

<https://chfs.ky.gov/agencies/dph/pages/covid19.aspx>

<https://louisvilleky.gov/news/what-you-need-know-about-coronavirus>

COVID-19 Hotline 1-800-722-5725

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

4. Where can I go to get Posters/Fact Sheets link?

<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

5. I don't have soap and water available, what should I do?

This video answers important questions about hand washing and hand sanitizer.

https://www.cdc.gov/video/cdctv/handwashing/306898_WYKTK_Handwashing.mp4

6. Hand Washing Demonstration Videos

<https://www.cdc.gov/wcms/video/low-res/cdctv/2017/34753475Handwashing.mp4>