

# HR TAKEAWAYS AMIDST COVID-19

## Families First Coronavirus Response Act (FFCRA)

- Funding for key social programs. Emergency family leave, paid sick leave provided by employers under 500 employees

EMERGENCY FAMILY MEDICAL LEAVE FOR COVID-19	PAID SICK LEAVE FOR COVID-19
Used by: employee who has been employed by employer for at least 30 calendar days	Used by: employee who has been employed by employer for at least a day
Used for: Taking care of a son or daughter under 18 when the child's school or place of care has been closed, or child care provider is unavailable due to a public health emergency	Used for: <ul style="list-style-type: none"><li>• employee under a quarantine/isolation order,</li><li>• employee ordered to self-quarantine by health provider,</li><li>• employee experiencing symptoms and seeking medical diagnosis; or,</li><li>• employee caring for someone under quarantine/isolation order,</li><li>• employee caring for son/daughter if school or place of care closed,</li><li>• employee has other situation as outlined by HHS</li></ul>
How long: 10 days of unpaid leave; up to 10 weeks of paid leave	How long: up to 80 hours for FT employees (FT = 40 hours/week); less for PT, variable hour employees

### Common COVID-19 Related Scenarios

Employee has COVID-19 Symptoms but has not been tested.

- Utilize FFCRA first. After FFCRA is exhausted then utilize PTO or vacation hours.
- Next option is stay at home without pay or employee can file for unemployment.

Policy if employees tests positive for COVID-19

- Keep employee anonymous.
- Employee self-quarantines for 14 days.
- Contact all employees, clients, vendors that may have been in close contact with the positive case.

### Helpful Links

- Department of Labor [Q&A](#)
- COVID-19 State Unemployment Resources – [Illinois](#) & [Iowa](#)
- [IRS Basic FAQs](#)
- [Total Solutions COVID-19 Resources](#)

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