

## COVID-19 Leave FAQ's

This guide is intended to only serve as a guide for many common questions about leave due to the COVID pandemic. Consult district policies, collective bargaining agreements, and pertinent laws to determine your exact situation.

### **I'm not feeling well today should I go to work?**

If you are not feeling well do not show up for work. Call your supervisor and stay home while you are not feeling well.

### **Can my supervisor send me home if I am not feeling well?**

Yes. Your supervisor can send you home if you are not feeling well or if you are showing signs of a communicable illness, such as a fever, cough, shortness of breath.

### **If I am sent home for not feeling well do I have to use my sick time?**

Yes. You will be asked to draw upon your available sick time balance for the time you are out.

### **What happens if I am sent home for not feeling well but have no leave?**

If you have no available leaves to draw upon and are still not feeling well enough to return to work, contact Human Resources to see what other leave options may be available to you. If absent for 5 or more consecutive working days you may be required to provide a doctor's note.

### **What happens if I am affected by COVID-19?**

If you are experiencing COVID-19 symptoms and are seeking a medical diagnosis, been advised by your healthcare provider to self-quarantine, or subject to federal, state, or local quarantine or isolation order, there is paid leave available (up to a cap) through 12/31/20 by the Families First Coronavirus Relief Act (FFCRA). If any of the above apply you will need to contact Human Resources to provide required documentation.

### **What if I think I have been exposed to COVID-19?**

Stay home and follow your healthcare provider's advice. If you are not experiencing symptoms or seeking a medical diagnosis you may be asked to provide a doctor's note after an absence of 5 or more consecutive working days. If you are experiencing symptoms and seeking a diagnosis

there is paid leave through FFCRA. Only return to work when medically cleared by your healthcare provider or local health official. Contact Human Resources for required documentation.

### **What happens if I have been verified to have COVID-19?**

Stay home and follow your healthcare provider's advice. Paid leave is available up to two weeks (prorated for part-time employees) through FFCRA. Only return to work when you have been medically cleared by your healthcare provider or local health official. Contact Human Resources for required documentation.

### **What if I was exposed to COVID at work and tested positive for COVID-19?**

Please fill out an accident/injury report found here: <https://www.frc.edu/humanresources/forms> and have your supervisor sign and route it to HR. Contact Human Resources by telephone and we will assist you in filing a workers compensation claim.

### **What happens if I need to care for someone who is subject to a quarantine, isolation order, or self-quarantine?**

Two weeks (prorated for part-time employees) of paid leave at 2/3 pay up to \$200 daily or \$2,000 maximum may be available through FFCRA. Contact Human Resources for required documentation.

### **What if my child's daycare or school is closed and I need to stay home?**

If you are unable to work due to child care responsibilities, you should report your absences like normal. If you are able to make remote working arrangements, as approved by your supervisor and the District, you will not be charged leave. You may also be eligible for expanded FMLA if remote working is not an option for you. Please contact Human Resources for details on expanded FMLA.

### **Can I continue to work remotely?**

Remote work arrangements that are necessary are at the discretion of the District and your supervisor. If you have specific issues or concerns to believe remote work might be a possibility for you, please discuss with your supervisor. Accommodations are a possibility if accompanied

by medical documentation, where appropriate, and after engaging in an interactive process to determine if essential functions and services to students can be accomplished remotely.

**What if I am in a high risk group for the virus?**

You should discuss your situation with your supervisor so that they are aware of your circumstances, can support you appropriately and discuss your personal needs as the situation develops. HR will ask all supervisors to work with individuals to agree how they are best protected. Accommodations are a possibility if accompanied by medical documentation, where appropriate, and after engaging in an interactive process to determine if essential functions and services to students can be accomplished remotely.

**I don't think it's fair that some people get to work from home while I have to come to work.**

We are seeking to address individual needs consistently during this evolving situation. Some roles simply cannot be performed at a distance to serve students and must be performed on campus for operations to continue.

**I don't feel safe to come to work due to fear of being infected by COVID.**

Feather River College continually strives to maintain a safe working environment for all its employees using all reasonable precautions and following federal, state, and local health official's guidance. You should feel safe to return to work and follow CDC and local guidance, such as washing hands, using hand sanitizer, and wearing a mask when social distancing is not possible or in common areas. Contact your supervisor immediately if you feel there is an unsafe working environment.