

# COVID-19 UPDATE FROM HUMAN RESOURCES



**Spokane County**  
WASHINGTON

April 16, 2020

County employees may be eligible for one or both of the following federal programs below. If you have questions, please contact [jburchett@spokanecounty.org](mailto:jburchett@spokanecounty.org), [hkvokov@spokanecounty.org](mailto:hkvokov@spokanecounty.org), or [serb@spokanecounty.org](mailto:serb@spokanecounty.org). **PLEASE WORK WITH YOUR SUPERVISOR TO FACILITATE YOUR ALTERNATIVE WORK ARRANGEMENT REQUEST.**

## FFCRA EMERGENCY PAID SICK LEAVE & FFCRA EMERGENCY FAMILY MEDICAL LEAVE

EPSL provides up to two weeks of pay while the EFMLA provides up to twelve weeks of leave (first two weeks without pay), both dependent on the reasons listed below.

100% of pay for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total

2/3's of pay for qualifying reasons #4 and #6 below, up to \$200 daily and \$2,000 total

Up to ten weeks more of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### Qualifying Reasons for Leave Related to COVID-19

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:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
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Forms and FAQ's are available on the County internet site at <https://spokaneco.sharepoint.com/sites/Intranet/SitePages/COVID-19.aspx>.



## EMPLOYEE ASSISTANCE PROGRAM (EAP)

*Feeling stressed or looking for support?*

Deer Oaks Employee Assistance Program is a helpful free resource for employees and their family members to assist with tips on how to manage your stress, provide free online resources such as credit monitoring services and online chat options. You can reach them by calling 1-866-327-2400 or to check out the online services go online to [www.deeroakseap.com](http://www.deeroakseap.com). Once in their website you will select "member login" and username is "spok" and password is "spok". Please note these are all lower caps (no quotation marks).

## GOVERNOR'S PROCLAMATION 20-46 FOR HIGH-RISK EMPLOYEES

On Monday, April 13th, Governor Inslee issued a new proclamation mandating specific accommodations for "high-risk" employees during the COVID-19 pandemic. The following summarizes the key provisions.

Covered Employees: High-risk employees—individuals deemed by the CDC as being at higher risk of suffering severe illness or death from COVID-19. Based on current CDC guidance, this definition includes:

- Individuals aged 65 years and older;
- Individuals of any age with an underlying medical condition, including:
  - ◇ Chronic lung disease
  - ◇ Moderate to severe asthma;
  - ◇ Serious heart condition
  - ◇ Diabetes;
  - ◇ Severe obesity (body mass index of at least 40)
  - ◇ Chronic kidney disease undergoing dialysis;
  - ◇ Liver disease;
  - ◇ Any condition that compromises an individual's immune system, include:
    - ◇ Cancer treatment
    - ◇ Immune deficiencies
    - ◇ Smoking
    - ◇ HIV or AIDS
    - ◇ Bone-Marrow transplantation
    - ◇ Prolonged use of corticosteroids
    - ◇ Organ transplantation
    - ◇ Any other immune-weakening condition

### THIS PROCLAMATION INCLUDES EMERGENCY RESPONDERS!

This proclamation mandates that employers accommodate high-risk employees and prohibits adverse action against an employee requesting this accommodation.

#### What is an Accommodation:

Teleworking	Assignment to alternative or remote work location
Reassignment	Social distancing measures

#### When accommodation is impossible:

##### **Employers must:**

- Permit the employee to use all available accrued leave options (PTO, vacation, sick, comp, CAT)
- Permit the employee to use unemployment insurance;
- Permit the employee to determine in which order they use any available accrued leave or unemployment insurance — this is up to the employee
- Permit the employee to take unpaid leave if/when paid leave is exhausted;
- Fully maintain employee's health insurance benefits, even when employee has exhausted paid leave and is on unpaid leave, until the time when the employee is deemed eligible to work.

##### **Employees must:**

- Request an accommodation under this Proclamation.

**NOTE: Integrating available programs is complicated. Please contact for guidance: Heather Kvokov (hkvikov@spokanecounty; x2125), Jamie Burchett (jburchett@spokanecounty.org; x2130) or Sara Erb (serb@spokanecounty.org; 2120).**