

COVID-19 UPDATE FROM HUMAN RESOURCES



Spokane County
WASHINGTON

April 23, 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, hkvokov@spokanecounty.org, or 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

Emergency Paid Sick Leave (EPSL) provides up to two weeks of pay at 100% of pay for qualifying reasons #1-3 listed below, up to a maximum of \$511 daily and \$5,110 total. This leave will pay 2/3rds of pay for qualifying reasons #4-6 listed below, up to a maximum of \$200 daily and \$2,000 total.

For those who are off due to not having child care available and/or school closures there is additional leave available under the Expanded Family Medical Leave (EFML). Please complete the EPSL form first if you want to use it to provide pay for the first 10 days off and then complete the EFML form. Note EFML leave is paid at 2/3rds pay up to \$200 daily and \$10,000 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">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by 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) above;	<ol style="list-style-type: none">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; or6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
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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. 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 only if these high-risk employees request it. 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, including:

<input type="checkbox"/> Cancer Treatment	<input type="checkbox"/> Immune Deficiencies
<input type="checkbox"/> Smoking	<input type="checkbox"/> HIV or AIDS
<input type="checkbox"/> Bone-Marrow Transplantation	<input type="checkbox"/> Prolonged Use of Corticosteroids
<input type="checkbox"/> Organ Transplantation	<input type="checkbox"/> 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.

In order to participate in this Proclamation, employees must: Request an accommodation under this Proclamation.

Feel free to consult with HR for guidance on this Proclamation or any other available leaves.

Link to Governor's Proclamation 20-46, High-Risk Employees-Workers' Rights:

<https://www.governor.wa.gov/sites/default/files/20-46%20-%20COVID-19%20High%20Risk%20Employees.pdf>