

# BFA CORONAVIRUS ACTION PLAN

Location: Riveside/Adelanto

Effective Date: 07/21/2020

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## Bright Futures Academy

The coronavirus (COVID-19) outbreak has impacted businesses across a variety of industries, forcing them to rethink their daily operations to ensure the safety of their employees and the general public. In fact, just one misstep can lead to the quick spread of COVID-19, jeopardizing the well-being of workers.

To help slow the spread of COVID-19 and safeguard our staff, Bright Futures Academy has created an action plan for responding to COVID-19. This plan, which is based on Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps Bright Futures Academy is taking to address COVID-19.

### RESPONSIBILITIES

When it comes to ensuring a safe workplace during the COVID-19 outbreak, both managers and employees have their role to play. The following is a breakdown of the responsibilities for Bright Futures Academy leadership and staff.

#### Managers and Supervisors

Bright Futures Academy leadership, including managers, supervisors and teachers, should familiarize themselves with the details of the action plan. Above all, leadership must be prepared to answer questions from employees and set a good example by adhering to the guidance prescribed in the plan. This involves practicing social distancing and good personal hygiene.

#### Employees

Employees play a critical role in Bright Futures Academy's COVID-19 prevention efforts. To protect everyone in the facility, Bright Futures Academy has a number of general best practices employees should follow:

- Review the Bright Futures Academy Coronavirus Action Plan.
- **Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick**—Any employee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.
- **Practice good hygiene**—Employees should clean their hands often, either with an alcohol-

based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and employees should wash their hands with soap for at least 20 seconds. In addition, employees should avoid touching their face and cough into their arm.

- **Practice social distancing**—Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness. Staff must remain six feet from other staff, parents, students, and visitors.

### **Pandemic Response Team**

The pandemic response team is a cross-functional team that recommends and oversees workplace protocols to control the spread of COVID-19. The team will include the following roles:

- **Senior leadership**— BFA Leadership Team is responsible for the school's overall action plan. The BFA Human Resources Director Pamela Lamberth is responsible for working with company stakeholders and relevant health and safety bodies to manage this action plan.
- **Virus prevention and protocols lead**—Pamela Lamberth is responsible for recommending and developing protocols to ensure the wellness of all employees. They are also tasked with overseeing procedures for isolating employees should they become sick at work.
  - Twice daily temperature checks for essential personnel and students will be conducted upon entering and exiting the campus.
- **Sanitization and disinfection lead**— Lisa Noe and Brooke Peterson manages logistics related to daily and periodic sanitation and disinfection efforts at their campuses. Their responsibilities include ensuring that routine cleanings are completed and that the necessary cleaning supplies are readily available.
- **Communication lead**— Pamela Lamberth is tasked with managing any and all pandemic-related communications. Interested parties will work with human resources and internal communication stakeholders to ensure COVID-19 training is completed and that employees and their managers understand their role in preventing the spread of the disease. Pamela Lamberth will provide COVID-19 related updates as needed. New hire orientation will include distribution and review of the Action Plan.

### **OPERATING PROTOCOLS**

In order to keep staff safe and prevent the spread of COVID-19, Bright Futures Academy requires the following workplace protective measures:

#### **General Safety Policies:**

- Employees and customers who exhibit signs or symptoms of COVID-19 will be asked to leave the facility.
- Access to hand-washing stations and alcohol-based hand sanitizers will be provided to employees and students at each work station, throughout campus walkways and common areas, and in every classroom.

- Employees can voice concerns COVID-19 concerns by contacting human resources or the campus principal via email, phone, or in person (following social distancing guidelines) reporting.
- Bright Futures Academy will establish flexible work practices by allowing for remote working or staggered scheduled as needed.
- Bright Futures Academy will provide tissues, touchless water fountains and no-touch disposal receptacles.
- Bright Futures Academy will place posters that encourage hand hygiene to help stop the spread of the coronavirus at the entrance to your workplace and in other work areas where they are likely to be seen.
- Bright Futures Academy may decrease open business hours to perform more frequent cleanings by implementing a blended model of distance learning and on site instruction, adjusted student hours, or by implementing staggered schedules.
- Bright Futures Academy will limit the visitors allowed in our facilities at any one time to only those pre-approved by administration.
- Bright Futures Academy is aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. To safeguard employees at-risk, we will take steps to ensure they have minimal contact with others.
- Bright Futures Academy is prepared to change our business practices if needed to maintain critical operations by allowing for remote work and distance learning.
- Bright Futures Academy has contingency plans in place should absenteeism spike as a result of COVID-19 to include implementation of the distance learning model.
- Bright Futures Academy will ensure there's a minimum of 6 feet of space between all desks and workspaces.
- Bright Futures Academy will modify the flow of traffic to minimize potential close contact with others.
- Bright Futures Academy will encourage the use of digital files.
- That way, staff will not have to exchange frequently touched paper documents.
- **Employee screening**
  - We screen our employees by: **Requiring a daily self screening prior to reporting to work.**

### **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.

- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

### **Protocols for Workers**

To ensure safety at Bright Futures Academy facilities, employees will be asked to:

- Notify their supervisor and stay home if they are experiencing COVID-19 symptoms (e.g., fever, cough or shortness of breath). Sick employees should follow CDC-recommended steps listed below. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with health care providers and state and local health departments. When self-quarantining, employees should:
  - Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
  - Not allow visitors.
  - Wear a face mask if they have to be around people.
  - Avoid sharing household items, including drinking cups, eating utensils, towels or bedding.
  - Clean high-touch surfaces daily.
  - Continue monitoring their symptoms, calling their health care provider if their condition worsens.
- Notify the Human resource Director Pamela Lamberth and follow CDC-recommended precautions if they are well but have a sick family member at home with COVID-19 or if they have a confirmed exposure to person with a positive COVID-19 test.

- Take additional preparations in the event they are traveling:
  - Check the CDC Travel Guidelines for the latest guidance and recommendations.
  - Be mindful of COVID-19 symptoms of COVID-19. If you start experiencing symptoms (e.g., fever, cough or shortness of breath), notify your supervisor and refrain from traveling. Promptly call a health care provider for advice if needed.
- Stagger lunches to limit the number of individuals congregating in break areas. Bright Futures Academy may reduce the number of on site classrooms to reduce the number of workers in the facility at a given time.
- Limit close contact with others, maintaining a distance of at least 6 feet when possible. Workers are encouraged to remind visitors to maintain at least 6 feet of distance from workers and other customers. Above all, avoid job tasks that require face-to-face contact with others where possible. If this is unavoidable, employees will be provided with face masks, physical barriers, and other workplace controls to ensure their safety.
- Wear face masks:
  - According to CDPH and CDC guidelines.
- The following are exceptions to the use of face coverings in our workplace:
  - When an employee is alone in a room
  - While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
  - Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
  - At all times in a vehicle where two or less are present.
- Take care when attending meetings and gatherings:
  - Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.
  - Consider canceling or postponing large work-related meetings or gatherings that can only occur in-person.
- Refrain from sharing equipment. In instances where this is unavoidable, Bright Futures Academy will provide alcohol-based wipes and other cleaning materials that employees can use to clean equipment.
- Clean and disinfect frequently touched surfaces, including workstations, door handles, tables and countertops on a regular basis. Cleaning will be tracked for consistency.
- After each meeting of two or more, surfaces, door handles, tables and countertops will be disinfected.

- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.
- Practice proper hand hygiene. Wash your hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can also be used. Employees should clean their hands:
  - Before eating food
  - After using the restroom
  - After blowing their nose, coughing or sneezing
  - After putting on, touching or removing face masks
  - Before and after work shifts
  - Periodically throughout the day
  - Before and after work breaks
- Avoid touching your eyes, nose and mouth whenever possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Non-Compliance with protocols will result in:
  - Staff – will be sent to human resources to determine if employee has violated the “Employee Conduct Work Rules” policy.
  - Students - will immediately be sent home and an IEP schedule to address the issue.

### **Protocols for Visitors**

In order to protect Bright Futures Academy visitors (e.g., vendors), we will:

- Limit visitors to the facility to necessary personnel pre-approved to be on site by administration only.
- Screen visitors to the facility. Visitors will have temperatures taken. Supervisors or other key personnel may ask targeted questions to visitors regarding their current health before they enter the workplace. If they answer yes to the following questions, supervisors may ask them to go home and not return to the job site until further notice:
  - Have you been in contact with a person who has tested positive or is in the process of being tested for COVID-19?
  - Have you or anyone you’ve been in contact with traveled outside of the United States recently?

- Has a medical professional told you to self-quarantine?
- Are you having trouble breathing, or have you had flu-like symptoms within the past 48 hours (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue)?
- Communicate our safety protocols and why we are taking specific precautions. This will be done using signage, social media and other available communication channels.
- Encourage visitors to practice social distancing when in the facility. Visitors will be asked to maintain at least 6 feet of distance from staff via written signage or instructions provided prior to their visit.
- Place hand sanitation stations and wipes throughout the facility.
- Minimize person-to-person contact where possible. This could involve establishing rules regarding the number of visitors allowed in the facility at a given time.
- Update messaging on our websites to educate visitors on facility precautions and hours.
- Visitors must wear face masks at all times when on campus.

### **Disaster Plan Components**

- Safety and Emergency Response procedures and policies are in place for the following events (see Operations Manual Section 5):
  - Emergency School Closure – Inclement Weather, COVID-19 pandemic, Bomb Threat
  - Emergency Lockdown; Intruder on campus (attack of school personnel and/or student by an individual)
  - Emergency Situation Near School Grounds
  - Medical Emergencies
  - Operational Failure/Power Outage
  - Weapons in School
  - Emergency Fire Procedure
  - Emergency Earthquake Procedure
  - Emergency Evacuation Procedure

### **Sick Leave Policy**

- Adherence to California Sick Leave policy and FFCRA (Families First Coronavirus Response Act) to provide employees with paid leave entitlements outlined by the state and federal government.
- See postings WH1422 & DLSE Paid Sick leave posting in employee workroom and information included on offer letter/employee contract regarding paid sick leave provisions.

## CLEANING AND DISINFECTING PROCEDURES

- Surfaces and equipment will be disinfected at the end of each shift, before and after use, or—for frequently touched items—multiple times a day. The following items will be cleaned regularly:
  - Door handles and push plates
  - Restrooms
  - Handles on all equipment doors
  - Handles on beverage dispensers
  - Ice scoops
  - Refrigerator and freezer handles
  - Freezer handles
  - Sink handles
  - Soap dispenser push plates
  - Towel dispenser push plates
  - Trash receptacle touch points
  - Cleaning tools
  - Buckets
  - Telephones
  - Student Table, Desks and Chairs
  - Student Restrooms
  - Classroom Doors, Window latches, door knobs
  - Computers
  - Office cabinet handles
  - Break room tables and chairs
  - Display screens on equipment
  - Thresholds and hand railings
  - Shopping carts and baskets
  - Counters and other surfaces
  - Vending machine buttons
  - Adult/Child changing stations in classroom and office restrooms
  - Pens or other writing utensils
  - Clipboards
  - Elevator buttons
  - Shared work vehicles
  - Floors
- Employees responsible for cleaning will be given the appropriate protective equipment. Cleaning should be completed using CDC-recommended products, including:
  - Environmental Protection Agency-registered household disinfectants
  - Alcohol solutions with at least 60% alcohol
  - Diluted household bleach solutions (if appropriate for the surface)
- Trash will be collected from the workplace regularly. Those collecting trash will be instructed to wear nitrile, latex or vinyl gloves.
- HVAC air filters will be cleaned and disinfected monthly at both schools by Robles Landscaping.
- Hand sanitizer dispensers will be refilled daily.
- When an employee has tested positive for COVID-19, deep cleaning will be triggered and Bright Futures Academy will ensure areas in which the individual worked are cleaned thoroughly. In regard to deep-cleaning practices:
  - Bright Futures Academy will identify an approved external company to complete a deep



cleaning of the facilities. This external company will be equipped with the proper training, permits and cleaning equipment to complete the task.

- The pandemic response team will coordinate and supervise deep-cleaning efforts to ensure:
  - There is a specific plan and strategy in place, and that plan accounts for all machinery, vehicles, equipment, common areas, tools and offices.
  - Authorized individuals are the only ones allowed access to the site during the deep cleaning.
  - Employees are aware of deep-cleaning practices.
  - The company contracted to perform the deep cleaning uses the appropriate PPE during the process and disposes of potentially contaminated items properly.

## **EXPOSURE SITUATIONS**

Bright Futures Academy has response plans in place for situations when employees exhibit symptoms of or test positive for COVID-19.

### **Employee Exhibits Symptoms of COVID-19 Before Entering the Facility**

- The employee reports their symptoms to their supervisor, who then communicates that an employee is exhibiting symptoms of COVID-19 to the Human Resource Director.
- The employee is given a face mask and gloves, and is sent to a designated isolation area or nurse's office for further evaluation by the virus prevention and protocols lead or another designated individual. This evaluation will examine an employee's symptoms in more detail, flagging employees who are experiencing the following:
  - A fever of 100.4 F or higher
  - chills
  - Shortness of breath or difficulty breathing
  - A cough
  - A runny nose
  - Muscle pain
  - Tiredness
  - Sore Throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- If COVID-19 symptoms are confirmed, employees may be asked to go home and speak with their health care provider. Bright Futures Academy will ensure employees are able to get home safely before dismissing them by contacting emergency contact or 911 if needed. If, after an

evaluation, the employee is not exhibiting COVID-19 symptoms, they may return to work at the discretion of the virus prevention and protocols lead.

**Self-quarantining and Return to Work**

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-isolate. When self-isolating, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate restroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

<b>Return to Work Considerations</b>	
<b>Employee was symptomatic but was not tested for COVID-19.</b>	<b>Employee was tested for COVID-19.</b>
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• 14 days since symptoms first appeared <b>and</b></li> <li>• 24 hours with no fever without the use of fever-reducing medications <b>and</b></li> <li>• Other symptoms of COVID-19 are improving*</li> </ul>	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• 10 days since positive test and</li> <li>• 24 hours with no fever without the use of fever reducing medications and</li> <li>• Significant improvement with symptoms of COVID-19.</li> </ul>

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine for 14 days after the last date exposed.

A negative COVID-19 test will not be required for an employee to return to work.

- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

## **OSHA RECORDKEEPING AND REPORTING**

Bright Futures Academy will adhere to OSHA-mandated requirements as they relate to recording and reporting certain work-related injuries and illnesses.

## **QUESTIONS**

If employees have any questions regarding the content of this action plan, they should be instructed to speak with their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times.

**\*Addendum A: Testing Locations, (p. 12)**

**\*Addendum B: FFCRA, Employee Rights for COVID leaves (p. 13-14)**

**\*Addendum C: HR Procedures for COVID Report (p. 15-16)**

**I have received and read pages 1 – 11 of the BFA Coronavirus Action Plan:**

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**Employee Name (Please Print)**

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**Employee Signature**

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**Date**



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\*Addendum A: Testing Locations, (p. 12)

## COVID-19 TESTING

You may go to the location provided through your insurance, a local medical facility, or one of the county provided sites to obtain a test for COVID-19.

San Bernardino and Riverside Counties have several testing sites where you can get your COVID-19 test done without a cost. Below are the links copied from the county health department websites. Both sites also have frequently asked question pages and additional information to help you with questions you might have.

### **San Bernardino County:**

Click on the link below for COVID-19 testing sites listed on the San Bernardino County COVID-19 information page.

San Bernardino County COVID-19 information page: <https://sbccovid19.com/>

- Testing link from the Riverside County COVID-19 page:  
<https://sb.fulgentgenetics.com/appointment/screen/landing>

### **Riverside County:**

Click on the link below for COVID-19 testing sites listed on the county of Riverside Health Department information page.

Riverside County Public Health webpage: <https://www.rivcoph.org/>

- Testing site link from the Riverside County Public Health Page: <https://gettested.ruhealth.org/>



# FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYEE PAID LEAVE RIGHTS

## \*Addendum B: FFCRA, Employee Rights for COVID leaves (p. 13-14)

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Covered Employers:** The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

**Eligible Employees:** *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. [2]

**Notice:** Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

### ► Qualifying Reasons for Leave

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave 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 a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

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[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

united states department of labor | wage and hour division

current as of 3/2020

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### ► DURATION OF LEAVE

**For reasons (1)-(4) and (6):** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► CALCULATION OF PAY [3]

**For leave reasons (1), (2), or (3):** employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4) or (6):** employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For leave reason (5):** employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [4]

### ► RESOURCES

For additional information or to file a complaint: **1-866-487-9243** | TTY: 1-877-889-5627

[dol.gov/agencieswhd](https://dol.gov/agencieswhd)

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[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

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\*Addendum C: HR Procedures for COVID Report (p. 15-16)

## HR PROCEDURES - COVID

When you receive a confirmed **positive test**, you will need to follow the steps below:

1. Inform the employee who has tested positive of their Emergency Sick Pay (up to 80 hours). FFCRA Flyer Posted at both sites.
2. Log the employee information on the COVID Tracker provided by Samuel Hale and send to [HRandBenefits@samuelhale.com](mailto:HRandBenefits@samuelhale.com) within 24 hrs.
3. Notify the Health Department of a confirmed positive test by a staff member or a student – See COVID-19 folder for reporting form to send to Riverside County Health Department. San Bernardino County has a link on the school COVID-19 information to enter the report online. San Bernardino asks that we encourage the employee to report or report it ourselves.
  - a. Contact information of individuals exposed to staff member for 15 minutes or longer within 6 feet distance in a 24-hour period.
4. Enter information on COVID-19 Spreadsheet.
  - a. Will need: exposure date and/or date of positive COVID-19 Test.
  - b. Date Employee was last on campus.
  - c. List of Employees affected employee was in contact with when on campus.
  - d. Substitute information for employee
  - e. To provide Time Off Request and FFCRA information to employee and find out if they will continue working or need to take sick leave.
5. Notify all employees at the worksite of a potential exposure and tell them to seek guidance from their medical provider. Use Samuel Hale memo template.
  - a. Provide information on testing. See attached information on Testing Sites.
6. Follow up with employee regarding return-to-work status after 10 days.
7. Bright Futures Policy will be for return to work.
  - a. Will you require a note from a medical provider OR
  - b. Let the employee return after 14 days if they are no longer symptomatic.

Attached to this email is the COVID-19 Tracking Log AND the Memos used by Samuel Hale.

When you receive notification of an employee's EXPOSURE to a person with a confirmed positive test:

1. The employee is required to be excluded immediately from the school and then quarantine for 14 days **from the LAST** exposure to that person.
2. OR if the employee is tested and tests positive after the exposure then follow the steps above.