

**Frequently Asked Questions & Answers for Wisconsin State Employees
Regarding Preparation for Potential Coronavirus (COVID-19) Pandemic**

Note: This document contains answers to frequently asked questions for state employees and was prepared by the Wisconsin Department of Administration in collaboration with the Wisconsin Department of Health Services. If a pandemic occurs, more specific direction will be developed to reflect the appropriate practices based on the severity of the particular virus and the duration of the pandemic. Responses below are in accordance with applicable collective bargaining agreements or state administrative code. If you have additional questions, please ask your supervisor.

Section A: General Information about COVID-19 for Employees		
<u>Questions</u>		<u>Answers</u>
1.	What is the novel coronavirus?	A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.
2.	Why is the disease now being called COVID-19?	<p>On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, ‘CO’ stands for ‘corona,’ ‘VI’ for ‘virus,’ and ‘D’ for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”.</p> <p>There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.</p>
3.	How does COVID-19 spread?	<p>COVID-19 is a new disease and the CDC is still learning how it spreads, the severity of illness it causes, and to what extent it may spread in the United States. Currently, the virus is thought to spread mainly from person to person as follows:</p> <ul style="list-style-type: none"> • Between people who are in close contact with one another (within about 6 feet). • Through respiratory droplets produced when an infected person coughs or sneezes. • These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. • People are thought to be most contagious when they are most symptomatic (the sickest). • Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads. • It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

<p>Updated 4/05/2020</p>	<p>4.</p>	<p>For what symptoms should I be monitoring?</p>	<p>COVID-19 presents with flu-like symptoms (fever (>100.4°F), cough or sore throat, headache or body aches, and in some cases diarrhea and vomiting) or acute respiratory illness symptoms (i.e. cough, shortness of breath).</p> <p>Click here to learn more about COVID-19 symptoms.</p>
	<p>5.</p>	<p>What is my risk of exposure?</p>	<p>At this time, most U.S. workers remain at low risk of exposure. According to the United States Department of Labor Occupational Safety and Health Administration, at this time, the U.S. Centers for Disease Control and Prevention (CDC) emphasizes that, while the novel coronavirus, COVID-19 poses a potentially serious public health threat, the risk to individuals is dependent on exposure. For most people in the United States, including most types of workers, the risk of infection with COVID-19 is currently low.</p>
	<p>6.</p>	<p>Who is most at risk of having complications from COVID-19?</p>	<p>Elderly people with chronic conditions are currently the most at risk from complications from COVID-19. Given the vulnerable populations within the State’s care, careful adherence to guidelines issued by Wisconsin Public Health, supervisors, and human resources is essential. Employees with flu-like symptoms need to stay home.</p>
<p>Updated 4/05/2020</p>	<p>7.</p>	<p>What can I do to limit my risk and help prevent of influenza and viruses like COVID-19?</p>	<p>The CDC advises that the best way to prevent infection is to avoid being exposed to the virus that causes COVID-19. There are simple everyday actions everyone can take to help prevent the spread of respiratory viruses:</p> <ul style="list-style-type: none"> • Avoid close contact with people who are sick. • Avoid touching your eyes, nose, and mouth with unwashed hands. • Wash your hands often with soap and water for at least 20 seconds. • Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. <p>Click here to learn more about avoiding illness.</p>
<p>Updated 4/05/2020</p>	<p>8.</p>	<p>What can I do to best limit risk to my family?</p>	<p>More information is provided on the Wisconsin Department of Health Services (DHS) website, specifically: Click here to learn more about avoiding illness. In addition, the Safer at Home Order is now in effect for all Wisconsin residents.</p>
<p>Updated 3/23/2020</p>	<p>9.</p>	<p>What should I do if I’m experiencing flu-like or respiratory illness symptoms?</p>	<p>Employees who are sick are required to stay home. According to the CDC, employees who have flu-like symptoms or symptoms of acute respiratory illness are told to stay home and not come to work until they are free of fever (>100.4°F), signs of a fever, AND any respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) AND seven days have passed since symptoms first appeared. Employees should follow their work unit’s sick leave notification procedures, including notifying their supervisor and staying home if they are sick.</p> <p>If you think you have been exposed to COVID-19 and develop a fever (>100.4°F) and/or symptom of respiratory illness, such as a cough or difficulty breathing, call your healthcare provider immediately BEFORE going to the clinic or emergency room.</p>

	10.	Are the procedures different if I am a health care provider (or if I work in a health care setting)?	Employees who regularly work in health care settings, including health care providers, support staff, and security staff, must remain home until they are symptom-free for 24 hours. The CDC has provided additional guidance for health care providers who provide direct patients with confirmed or suspected COVID-19 .
Updated 3/23/2020	11.	What should I do if I recently traveled internationally?	<p>Employees returning from a CDC Level 3 travel advisory area (click link to view current list on CDC website) may not return to the workplace for 14 days. To protect the community, employees are strongly encouraged to self-quarantine for 14 days and monitor for symptoms (fever (>100.4°F), cough, shortness of breath) during this time.</p> <p>For those returning from any international location under a Level 2 CDC Travel Health Notice, employees are advised to self-monitor for 14 days for symptoms (fever (>100.4°F), cough, shortness of breath) but may return to work.</p> <p>Employees who are not permitted to return to the workplace following return from a CDC Level 3 travel advisory area or who develop symptoms while self-monitoring, should notify their supervisor and/or local HR that they will not be into work. For more information, see the CDC's guidance on prevention and treatment.</p> <p>If you become sick with COVID-19 following travel, in addition to the information provided by your healthcare provider, here are steps to take when you are sick.</p> <p>See also question A. 15 for updated direction and information on domestic travel.</p> <p>See also question A.16 for updated direction and information regarding travel through airports of Level 3 countries.</p>
Updated 4/05/2020	12.	What if I have COVID-19 or have a family member with it?	<p>Employees who are sick with COVID-19 or suspect they are infected with the virus that causes COVID-19 should follow the steps identified by the CDC to help prevent the disease from spreading to people in your home and community. Employees will self quarantine for 14 days and may not return to work until they are free of fever (>100.4°F) AND respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine AND seven days have passed since symptoms first appeared. Contact the DHS Division of Public Health or your local health department for more information.</p> <p>The CDC recommends employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.</p>
Updated 3/13/2020	13.	I have travel plans with my family for Spring Break. Is there any guidance about how to prepare for international travel?	<p>See also question A. 15 for updated direction and information.</p> <p>The CDC advises the following steps before traveling:</p> <ul style="list-style-type: none"> • Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. More travel information can be found on the CDC website. • If employees have upcoming international travel plans for either Spring Break or other business-related reasons, it is advisable to reconsider them. There could be substantial

			<p>travel delays and/or new restrictions, along with possible prolonged isolation when you return home, with significant impact on your personal and professional plans.</p> <ul style="list-style-type: none"> • Check yourself and travel companions for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick. • If traveling outside the United States, sick employees should follow their health plan's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
Updated 4/05/2020	14.	Where can I learn more information?	<p>Additional up-to-date resources and information about COVID-19 can be found here:</p> <ul style="list-style-type: none"> • Safer at Home Order • Wisconsin Department of Health Services • Centers for Disease Control and Prevention • United States Department of Labor Occupational Safety and Health Administration • United States Department of State
Updated 4/08/2020	15.	What are the current limits for domestic travel (travel within the United States)?	<p>As the COVID-19 virus has reached community spread levels throughout the United States, specific regional travel restrictions are no longer relevant. All in-state business travel, regardless of location, has been limited to essential operational needs where no reasonable alternative is available. Regarding personal travel, all employees should follow the Safer at Home order.</p> <p>Employees with the following symptoms are typically sick and should contact their health care provider. In most cases, you will be advised to self-isolate by staying home and not coming to work until you are free of fever (>100.4°F), signs of a fever, AND respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine AND seven days have passed since symptoms first appeared:</p> <ul style="list-style-type: none"> • *Flu-like symptoms [fever of 100.4° F or higher (with an oral thermometer)] • *Cough or sore throat • Headache or body aches • Diarrhea and vomiting • *Symptoms of acute respiratory illness (fever of 100.4° F or higher using an oral thermometer), coughing, shortness of breath <p><i>*Denotes COVID-19 Symptoms</i></p> <p>This direction is critical to prevent passing the virus to others since people remain contagious even after they are feeling better.</p>
Updated 4/05/2020	16.	What if I ONLY spent time in an airport in a Level 3 country or state with community transmission?	<p>At this time employees are not being asked to self-quarantine if their only time was in an airport. However, employees should still self-monitor for symptoms of COVID-19.</p> <p>Employees with the following symptoms are typically sick and should contact their health care provider. In most cases, you will be advised to self-isolate by staying home and not coming to work</p>

			<p>until you are free of fever (>100.4°F), signs of a fever, AND respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine AND seven days have passed since symptoms first appeared:</p> <ul style="list-style-type: none"> • *Flu-like symptoms [fever of 100.4° F or higher (with an oral thermometer)] • *Cough or sore throat • Headache or body aches • Diarrhea and vomiting • *Symptoms of acute respiratory illness (fever of 100.4° F or higher using an oral thermometer), coughing, shortness of breath <p><i>*Denotes COVID-19 Symptoms</i></p> <p>This direction is critical to prevent passing the virus to others since people remain contagious even after they are feeling better.</p>
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Section B: Reporting to Work

General Policy: -The Governor’s Safer at Home order effective March 25, 2020, directs that all non-essential state employees shall work from home. State facilities will be limited to those identified by their supervisors or leadership as requiring access.

Updated 3/26/2020	1.	I am worried about being exposed to the coronavirus at work. Should I still report to work, and will I be protected?	If directed to report to work, you should continue to report to work. As state employees, we have obligations to maintain services to the extent possible during an emergency. We will be making every effort to reduce exposure in our workplaces.
	2.	Will I know if someone at work has COVID-19?	If an employee is confirmed to have COVID-19, agencies will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
	3.	Am I subject to disciplinary action if I refuse to come to work?	Employees who fail to come to work in a pandemic will be treated just as if they failed to come to work at any other time and may be subject to disciplinary action.

<p>Updated 4/05/2020</p>	<p>4.</p>	<p>May I use vacation leave, sick leave, or any other type of leave in order to avoid working during a pandemic?</p>	<p>New: Refer to Section E for more information about using the Emergency Paid Sick Leave and Expanded Family Medical Leave Act (FMLA) provisions created under the Families First Coronavirus Response Act (FFCRA).</p> <p>Employees may request leave time and it will be reviewed, and approved or denied, in accordance with the leave provisions of their contract or state administrative code. In general, our objective is to ensure the health and safety of our state employees while continuing the State's critical services. At this time, our goal is to encourage employees to report to work. However, based on the virulence of the virus and depending on recommendations from the Wisconsin Department of Health Services, discretionary leaves (i.e., non-mandatory leaves) may be considered.</p> <p>While an employee may use any available leave balance when ill, sick leave is generally only available for an employee's illness or that of their immediate family. However, portions of s. ER 18.03(4)(c), Wis. Adm. Code, which governs sick leave, have now been suspended for the duration of the declared emergency to ensure sick leave can be used to provide care for family members, including specifically, child care due to school closures.</p> <p>These suspensions mean that sick leave can now be used to care for any member of an employee's immediate family who requires their care, regardless of whether sick or not. Sick leave can now also be used to provide any "temporary care . . . for a limited period of time to permit the employee to make other arrangements" and no longer requires prior approval to use sick leave longer than 5 working days for care of family members.</p>
	<p>5.</p>	<p>Who is included in the definition of "immediate family"?</p>	<p>"Immediate family" means:</p> <ul style="list-style-type: none"> • Parents, step-parents, grandparents, foster parents, children, step-children, grandchildren, foster children, brothers and their spouses, sisters and their spouses, of the employee or spouse; • The spouse; • Aunts and uncles, sons-in-law or daughters-in-law of the employee or spouse; and • Other relatives of the employee or spouse providing they reside in the same household of the employee.
	<p>6.</p>	<p>If my job requires me to work with the public, should I continue to come to work?</p>	<p>Yes, unless directed not to come to work. The State will make efforts to provide the appropriate protective measures to employees assigned to work in a situation that would put them at greater risk of exposure than the typical interactions encountered in conducting usual life activities. These measures include increased hygiene measures, personal protective equipment, social distancing measures, or physical barriers.</p>
	<p>7.</p>	<p>If I am exposed to the COVID-19 virus on the job and become ill, am I eligible for Workers Compensation benefits?</p>	<p>The COVID-19 virus, like Influenza, would most likely not be compensable under Wisconsin Workers Compensation, as it would be very difficult to determine where and when an employee was exposed to the influenza virus.</p>

	8.	What if I am assigned to perform work that isn't normally part of my position, either in my own agency or somewhere else? Can I refuse the assignment?	In times of emergency, we all need to remain flexible to get the work done. It is likely that employees may be asked to do work outside their normal duties. As the effects of a pandemic are realized in Wisconsin, state employees should anticipate that they may be required to assist in performing work for absent or ill co-workers or ensure that the State is able to provide essential services.
	9.	Can I refuse an assignment that would put me at greater risk of being exposed to the COVID-19 virus?	No, employees must work as assigned unless granted leave. As the effects of a pandemic are realized in Wisconsin, state employees should anticipate that they may be required to assist in performing work for absent or ill co-workers to ensure that the State is able to provide essential services. The State will make an effort to provide the appropriate protective measures to employees assigned to work in a situation that would put them at greater risk of exposure than the typical interactions encountered in conducting usual life activities. These measures include increased hygiene measures, personal protective equipment, social distancing measures, or physical barriers.
<i>Updated 3/26/2020</i>	10.	What is social distancing? Will the State implement social distancing in the workplace?	Social distancing measures are measures intended to reduce the spread of a pandemic respiratory virus by reducing direct contact between individuals. Social distancing measures may include minimization of face-to-face meetings, staggered work hours and days, temporary work from home arrangements, spacing of work areas, physical barriers between individuals, or other similar practices. Agencies are required to observe social distancing requirements in their respective agencies/buildings, as outlined in the Governor's Safer at Home order, to the greatest extent possible.
<i>Updated 3/23/2020</i>	11.	What should I do if I believe I may have the COVID-19 virus?	Minimizing the spread of the virus is critical. Employees who are ill should contact their supervisor to report their illness. Employees should not report to work if they believe they are ill. Use of sick or other paid or unpaid leave will be handled pursuant to existing policies, state administrative code, and applicable collective bargaining agreements. Employees should also contact their health provider or local health department. See C.2. below regarding use of sick leave under the declared emergency.
<i>Updated 4/05/2020</i>	12.	What if I have been directly exposed to the COVID-19 virus but do not have symptoms?	Depending on the circumstances presented by the particular respiratory virus, employees who have been directly exposed to the virus through actions such as caring for an ill family member may choose to remain at home for a period to ensure they do not carry the virus into the workplace. Documentation of exposure may be required and employees choosing to remain home will be required to use available leave. Employees should also contact their health provider or local health department. Note: Employees who are sick with COVID-19 or suspect they are infected with the virus that causes COVID-19, will self-quarantine for 14 days and may not return to work until the quarantine has concluded and the employee is no longer considered infectious. In addition, employees should follow the steps identified by the CDC to help prevent the disease from spreading to people in your home and community.
<i>Updated 4/05/2020</i>	13.	What if I have been exposed to an individual who has been quarantined?	Individuals who have been quarantined are not necessarily ill; they may have had contact with an infected person and must remain at home until it is clear whether they become ill or not. Thus, exposure to a quarantined person may not mean any exposure at all to the virus. Employees who have been directly exposed to the virus through actions such as caring for a family member who was

			<p>isolated due to illness at that time (or was subsequently isolated) may choose to remain at home for a period to ensure they do not carry the virus into the workplace. Documentation of exposure may be required and employees choosing to remain home will be required to use available leave.</p> <p>Employees who are sick with COVID-19 or suspect they are infected with the virus that causes COVID-19, will self-quarantine for 14 days and may not return to work until the quarantine has concluded and the employee is no longer considered infectious. In addition, employees should follow the steps identified by the CDC to help prevent the disease from spreading to people in your home and community.</p>
Updated 3/15/2020	14.	If I have traveled to a location where there are confirmed cases of COVID-19, may I return to work immediately?	Employees who are not exhibiting flu-like symptoms, may return to work. Please be aware that agency policies may vary depending on the nature of your job. However, if you traveled to or from a level 2 or 3 country, or to a state with a sustained community transmission, you may need to self-monitor or to self-quarantine. Refer to questions 11 and 15 in Section A for more information.
Updated 4/05/2020	15.	Can my Employer send me home if I have been exposed to the COVID-19 virus but choose to work?	<p>Employees will not normally be sent home unless exhibiting significant flu-like symptoms. Effective April 1, 2020, employees who are sent home will no longer be required to use available leave balances if the employee has available leave in accordance with the federal Emergency Paid Sick Leave program. Employees who have been exposed to COVID-19 will remain at home until the 14 days for self-monitoring have passed and the employee is symptom free.</p> <p><i>Refer to Section E for more information about using the Emergency Paid Sick Leave and Expanded Family Medical Leave Act (FMLA) provisions created under the Families First Coronavirus Response Act (FFCRA).</i></p>
	16.	What if I believe a co-worker has the COVID-19 virus or has been exposed to it?	Employee concerns should be discussed with their supervisor or someone in Human Resources. Despite these concerns, employees will be expected to report to work as directed.
Updated 4/05/2020	17.	Will the State develop policies and procedures for what state agencies should do if someone becomes ill at work?	Yes, employees may be sent home using appropriate protocols recommended by the Wisconsin Department of Health Services. Employees who are sent home will be required to use available leave balances.
	18.	What if I am in a group considered to be a "high risk" (i.e., I have a chronic health condition which makes me more susceptible to the COVID-19 virus) and for which authorities are recommending staying at home?	Employees who provide a detailed letter from their medical practitioner may use personal paid or unpaid leave. Sick leave is available only as currently provided in state administrative code or collective bargaining agreements, which typically limit use to periods of actual sickness. See question B.4., above, regarding leave requests.
New 3/13/2020	19.	What direction is available for student interns?	<p>Students at certain universities are being asked to take essential belongings, academic materials, laptops and medications with them for Spring Break and not return to residence halls following Spring Break. We hope that students will return to their permanent residence and complete their coursework remotely.</p> <p>The State of Wisconsin will release student interns who are able to return to their permanent residence from their government internship obligations. Students who are remaining in local</p>

			communities may continue working their internship and should follow the guidance provided to all employees.
Updated 3/18/2020	20.	What is the current status of employee travel for state business?	Until further notice, travel on all state business regardless of location will be limited to essential operational needs where no reasonable alternative is available. Previously approved travel will be re-submitted for evaluation to determine whether the planned travel should proceed.
Updated 3/26/2020	21.	What is the current direction related to social distancing or meetings?	As noted in question B. 10, agencies will observe social distancing requirements to the greatest extent possible based on operational needs. The Governor’s Safer at Home order provides that all public and private gatherings of any number of people that are not part of a single household or living unit are prohibited, except for the limited exceptions contained in the order. Government bodies should continue to follow the Wisconsin Department of Justice’s Office of Open Government guidance regarding holding government meetings, and should consult directly with that office regarding specific open meetings questions
Updated 4/08/2020	22.	Can I wear a cloth face covering (mask) to work?	Employees of DOC, DHS, and DVA should follow the specific direction given by the agency and may be required to wear other masks, or personal protective equipment, if available. Where other direction is not in place by an agency, employees can wear clean, work appropriate, fabric face masks to work but are not required to do so.
Updated 4/08/2020	23.	I do not work for an agency with specific direction about wearing face masks and want to wear a cloth face mask to work. Is the cost of the mask reimbursable?	Cloth face masks are not required but will be permitted if the agency doesn’t have direction regarding masks in place. Employees who choose to wear a cloth face mask will have to supply their own mask. Agencies do not have a supply and will not otherwise provide this voluntary item. A cloth face mask is not a reimbursable expense at the time of original purchase or when replacement is needed.
Updated 4/08/2020	24.	Where can I learn more about wearing a cloth face mask?	It is important to note that cloth face masks do NOT provide protection against COVID-19 transmission or replace DHS recommendations for physical distancing and frequent hand washing. Key points include: <ul style="list-style-type: none"> • Before putting on a mask, clean your hands with soap and water or an alcohol-based hand rub. • Make sure the mask covers your mouth and nose with no gaps between your face and the mask. • Do not touch your mask while wearing it; if you do, clean your hands with soap and water or an alcohol-based hand rub. • Replace the mask with a new one as soon as it is damp. • Always wear your cloth reusable mask with the same side facing outwards. • Clean your hands frequently with soap and water or an alcohol-based hand rub. • Continue staying at least 6 feet away from other people. • Continue following the recommendations for social distancing: avoid crowds, stay at home as much as possible, and just leave for essential tasks (e.g. work, grocery shopping, going to the doctor, getting medications).

				The DHS COVID website has additional information about using cloth face coverings as masks including making, wearing, and washing of the masks.
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Section C: Use of Sick Leave and Family & Medical Leave Act (FMLA) Leave

General Policy: Discretionary leave may be limited. Use of sick leave or FMLA-qualifying leave will be administered in accordance with existing labor agreements and state administrative code, unless application of leave provisions are modified by Executive Order of the Governor or the federal government.

	1.	Is pandemic influenza or COVID-19 an FMLA qualifying condition and will I be able to use FMLA leave?	While influenza is generally not covered by FMLA, complications arising from influenza or COVID-19 may qualify for FMLA leave in relation to the employee's own illness or the illness of a qualifying family member. The usual medical documentation may be required.
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<i>Updated</i> 4/05/2020	2.	What if my children's school or day care provider is closed and I have no one else to take care of the kids?	<p>New: Refer to Section E for more information about using the Emergency Paid Sick Leave and Expanded Family Medical Leave Act (FMLA) provisions created under the Families First Coronavirus Response Act (FFCRA).</p> <p>Employees may request to use vacation, personal holiday, comp time, or leave without pay. In addition, portions of s. ER 18.03(4)(c), Wis. Adm. Code, which governs sick leave, have now been suspended for the duration of the declared emergency to ensure sick leave can be used to provide care for family members, including specifically, child care due to school closures.</p> <p>These suspensions mean that sick leave can now be used to care for any member of an employee’s immediate family who requires their care, regardless of whether sick or not. Sick leave can now also be used to provide any “temporary care . . . for a limited period of time to permit the employee to make other arrangements” and no longer requires prior approval to use sick leave longer than 5 working days for care of family members.</p> <p>Documentation may be required. Employees should contact their agency payroll office regarding the possible consequences of using leave without pay.</p>
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<i>Updated</i> 4/05/2020	3.	What if members of my family are sick?	<p>New: Refer to Section E for more information about using the Emergency Paid Sick Leave and Expanded Family Medical Leave Act (FMLA) provisions created under the Families First Coronavirus Response Act (FFCRA).</p> <p>Use of sick leave, FMLA leave, or other discretionary leave will be administered in accordance with applicable labor agreements and state administrative code. See C.2. above regarding use of sick leave under the declared emergency. Use of discretionary leave may be limited. See question B.4., above, regarding leave requests.</p>
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	4.	What if members of my family who <i>do not</i> live in the same household as me are sick? May I stay home to care for them?	Use of sick leave, FMLA leave, or other discretionary leave will be administered in accordance with applicable labor agreements and state administrative code. Use of discretionary leave may be limited. See question B.4., above, regarding leave requests.
Section D: Paid Administrative Leave Usage			
<p>General Policy: The state recognizes that employees who do not earn paid leave (LTEs) or those with limited or no available accrued paid leave may have no choice but to work, even if ill, due to the economic impact of staying home. It also recognizes that many state employees may face childcare challenges in light of the school closings resulting from the emergency. This leave was initially intended to help minimize the impact of the current public health emergency for eligible permanent, project, appointed and limited term employees prevented or prohibited from reporting to work and unable to telework for the purpose of self or family care in relation to the pandemic, including but not limited to: self or directed quarantine, self or directed-isolation, care of an immediate family member, or child care issues due to school/day care closures. Due to the Governor’s Safer at Home Order effective March 25, 2020, this policy was extended to non-essential employees who are unable to work remotely.</p>			
<i>Updated</i> 3/26/2020	1.	Should I come in to work?	As of Wednesday, March 25, 2020, all non-essential state employees shall work from home. This means that if you are still working in a state facility and have the ability to work remotely, you must do so. This also means that access to state facilities will be limited to those identified by their supervisors or leadership as requiring access. If you are unable to work due to illness, quarantine, or daycare issues due to the school closure you may use available leave balances, subject to the specific situation and operational needs, or state paid administrative leave if you have no leave or have exhausted your leave balances. As of March 25, 2020, non-essential employees who are unable to telework are also eligible for state paid administrative leave. Please read on for more information.
<i>Updated</i> 3/26/2020	2.	What is the purpose of this leave?	<p>The state recognizes that employees who do not earn paid leave (LTEs) or those with limited or no available accrued paid leave may have no choice but to work, even if ill, due to the economic impact of staying home. It also recognizes that many state employees may face childcare challenges in light of the school closings resulting from the emergency. Given the Safer at Home Order, this leave also supports non-essential employees who are unable to telework effective March 25, 2020.</p> <p>This leave is intended to help minimize the impact of the current public health emergency for eligible permanent, project, appointed and limited term employees prevented or prohibited from reporting to work and unable to telework for the purpose of self or family care in relation to the pandemic, including but not limited to: self or directed quarantine, self or directed-isolation, care of an immediate family member, or child care issues due to school/day care closures.</p>
<i>New</i> 3/20/2020	3.	How are LTEs eligible for this leave?	Under Wisconsin Administrative Code, limited term employees (LTEs) are paid only for hours worked. However, the Governor has suspended ER 10.02(4), Wis. Adm. Code for the duration of the declared emergency.
<i>Updated</i> 3/26/2020	4.	Why is the leave limited by eligibility requirements?	Most state employees earn paid leave to cover absences from work. State paid administrative leave was initially intended to ensure that employees who cannot use paid leave to cover absences related to the public health emergency are not forced to choose between staying at home without pay or coming to work while potentially ill. As of March 25, 2020, eligibility is extended to non-essential employees who are unable to telework.

			The leave may also be extended to any employee in an exceptional circumstance of need. Please contact your local human resources representative for additional assistance.
New 3/20/2020	5.	What are “exceptional circumstances of need”?	<p>The state recognizes that there may be circumstances where it may be reasonable and appropriate to extend eligibility for paid administrative leave to employees who do not meet one of the other eligibility criteria.</p> <p>For example: an employee has enough accrued sick leave and also has intermittent leave approved under FMLA to attend cancer treatments. The employee plans on using the sick leave to cover the planned absences for treatment. Forcing the employee to cover unanticipated but necessary absences related to the public health emergency by using sick leave, in this case, may cause undue hardship to the employee while also increasing public health risks.</p>
Updated 3/26/2020	6.	How do I record this leave in STAR?	A job aid is available to employees to explain exactly how the process works. A separate job aid is available to supervisors to explain how to see and review the leave as well as how to enter the leave if needed on behalf of the employee.
Updated 3/26/2020	7.	Will I need to provide medical verification to be eligible for this leave?	Employees may be required to provide written documentation from their health care provider or a public health official regarding their illness or requirement to quarantine or self-isolate. Employees may also be required to provide a letter from a public health official indicating that they have completed any required monitoring, isolation or quarantine period as well as provide medical documentation releasing them to full duty prior to returning to work. There is no documentation required from employees who are using the leave for childcare purposes, or for non-essential employees unable to telework.
New 3/20/2020	8.	Will this leave affect my benefits?	<p>Permanent and project employees (classified and unclassified) will earn continuous service, WRS contributions (by both the employee and employer) and creditable service, annual leave, and sick leave will all continue to accrue while on paid administrative leave.</p> <p>For limited term employees (LTEs), the leave will count as qualifying hours for initial WRS eligibility or creditable service for LTEs who are already WRS-eligible.</p>
New 3/20/2020	9.	Will I be eligible for unemployment when on this leave?	Employees receiving paid leave are still receiving pay. Thus, generally speaking, such employees will not be considered “unemployed,” and therefore ineligible for unemployment.
New 3/20/2020	10.	What is my rate of pay when on this leave?	Employees will receive the same rate of pay as when paid for using sick leave. Specifically, employees will receive their base rate of pay plus any add-ons earned while in pay status. This means add-ons that are only provided for “work status” hours will not be included.
New 3/20/2020	11.	Will this leave count towards overtime?	No. Employees can earn overtime only after <u>working</u> more than 40 hours in a work week or 80 hours in a pay period.

Updated 3/26/2020	12.	Why do I have to use my other leave before using state paid administrative leave if I'm sick or have childcare issues when people who are directed not to work don't have to?	State employees earn a variety of leave types to cover absences from employment due to illness or other personal reasons. The paid administrative leave is designed as a safety net for those who do not earn leave or may not have enough leave available. With the Governor's Safer at Home Order, state agencies are working to limit the number of employees in the workplace to the absolute minimum. The administrative leave policy was modified to ensure that employees who are directed to stay home and who are unable to telework do not have to use personal leave.
Updated 3/26/2020	13.	Do I have to use my comp time before I'm able to use this leave?	Comp time will also have to be used before the state paid administrative leave can be accessed. However, non-essential employees who are unable to telework are not required to use comp time prior to using state paid administrative leave.
New 3/20/2020	14.	How will the paid administrative leave work while I continue to earn sick leave in pay status?	For those employees who are eligible, available leave must be entered before the paid administrative leave is applied. For example, the employee planned to use 80 hours of paid administrative leave in the pay period in which they were quarantined. The employee earned 5 hours of sick leave in the previous pay period. The five hours of sick leave will be entered first which means the employee will only use 75 hours of the paid administrative leave instead of the planned 80.
New 3/20/2020	15.	Will I be able to carry over or cash out this leave?	This leave will expire when the Governor's emergency order expires. It may not be carried over or cashed out.
New 3/20/2020	16.	I am a limited term employee (LTE). Will using this leave count toward the LTE hours limit?	This leave will count towards the 1,039 hour per-year limit for limited term employees.
New 3/20/2020	17.	I am a LTE and a permanent employee. Can I use the leave for both positions?	Employees who are eligible for the leave are able to use a maximum of up to 80 hours regardless of the number of appointments they hold or whether those appointments are in a single agency or multiple agencies.
New 3/20/2020	18.	I am a part-time employee, but I regularly am asked to work over my actual FTE or schedule. How much leave can I access if I am eligible and request to use the leave?	Eligible full-time employees are able to access up to 80 hours. This will be prorated by PeopleSoft (STAR HCM) for part-time employees based on the average number of hours worked each pay period of the past 6 months. Periods of inactivity (when the LTE was not active) will be excluded for the calculation to avoid underestimating the proration.
New 3/20/2020	19.	I am a Trades (or craftworker) employee, am I eligible for this leave and does it matter which vacation package I selected for the year?	This leave is available to all Trades employees regardless of the vacation package selected for calendar year 2020. The eligibility criteria are the same as for all other employees.
Updated 3/26/2020	20.	I heard that the federal government is developing some sort of paid leave program. How will that impact state employees?	The State will proceed with this paid administrative leave provision to ensure our workforce is prepared for school closures, self-quarantining, self-isolation, and staying home as directed. Since the action at the federal level, the State is assessing the requirements and the impacts to state employees and will send additional communication and direction soon.
New 3/20/2020	21.	Who should I talk to if I have additional questions?	Additional questions can be referred to your supervisor or local human resources representative.
New 3/20/2020	22.	Am I required to use my full annual vacation leave balance or just what I have earned so far this year?	Employees are required to exhaust all leave balances, which would include the full amount of annual vacation, regardless of what has been "earned".

New 3/26/2020	23.	I have been directed not to report to work and can telework but would rather not. Can I use this leave to cover my absence?	If you are able to telework, you cannot use this leave. You may request to use personal leave time you have (vacation, personal holiday, sabbatical, comp time) if you don't want to telework. You will need approval to take personal time off if you are capable of teleworking, unless you are sick or unable to work due to childcare. Otherwise, you will be expected to perform your duties as assigned.
New 3/26/2020	24.	Do I have to use my other paid leave before I use the state paid administrative leave if I have been told I cannot report to work and am unable to telecommute?	If you work in a building, typically an office building, which is closed to the public and you were told not to report to the building, you do not have to use your other paid leave if you are unable to telecommute. You are eligible to use state paid administrative leave.
New 3/26/2020	25.	I work at a facility where all employees are deemed essential, can I use the state paid administrative leave?	Yes, if you meet all of the following: <ul style="list-style-type: none"> You have exhausted all personal leave, including vacation, personal holiday, sick leave, and compensatory time off; and The reason for the leave is for any purpose for self or family care in relation to the pandemic, including but not limited to self-quarantine, self-isolation, sent home with flu-like symptoms, care of an immediate family member, and child care due to school/day care closures; and Operational necessities allow your absence.

Section E: Families First Coronavirus Response Act (FFCRA)

General Policy: Effective April 1, 2020 the State of Wisconsin has implemented the Emergency Paid Sick Leave and Expanded Family Medical Leave Act (FMLA) provisions created under the Families First Coronavirus Response Act (FFCRA).

Emergency Paid Sick Leave: All state employees, except elected officials and certain health care providers and emergency responders excluded by agencies, are eligible to use emergency sick leave for the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. Note: If an employee is exempted from the safer at home order as an essential employee (including healthcare providers and emergency responders), or other applicable order, this reason would not apply.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in subparagraph 1. or has been advised as described in subparagraph 2.
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. (No such conditions have been specified by the Secretary of Health and Human Services at the time of this publication).

As permitted by the Act, employees identified as health care providers and emergency responders by their agencies will not be eligible for emergency paid sick leave for the family and child care reasons identified in 4. and 5., above, and future reasons that may be determined under 6., above. However, health care providers and emergency responders will be eligible for emergency paid sick leave for the reasons related to the employee's own health identified under B. and C., above.

Expanded Family Medical Leave Act (FMLA): The Act creates temporary amendments to the federal Family and Medical Leave Act of 1993 which expands the scope of eligible employees, cover child care related to the coronavirus public health emergency, and guarantees paid leave at two-thirds an employee's regular rate for a certain period. These emergency FMLA provisions apply only through December 31, 2020. The remainder of federal and WI FMLA provisions continue to apply as usual. Except for emergency responders and health care providers, "eligible employee" means an employee who has been employed for at least 30 calendar days by the state.

Also, employees who are laid off, on furlough, or otherwise not permitted to work because of the unavailability of work are excluded from both provisions.

New 4/03/2020	1.	When are these leave programs available?	These programs become effective April 1, 2020 and are available through December 31, 2020.
New 4/03/2020	2.	What leave is available under the FFCRA?	<p>The FFCRA provides:</p> <ul style="list-style-type: none"> • Two weeks (up to 80 hours) of emergency paid sick leave when you are unable to work because you: <ul style="list-style-type: none"> ○ Are quarantined (pursuant to Federal, State, or local government order or advice of a health care provider) ○ Are experiencing COVID-19 symptoms and seeking a medical diagnosis ○ Need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider) ○ Need to care for a “son or daughter” whose school or childcare provider is closed or unavailable for reasons related to COVID-19 • Up to 12 weeks of expanded family medical leave to care for a son or daughter whose school or daycare provider is closed or unavailable for reasons related to COVID-19.
New 4/03/2020	3.	How much leave time can I receive under the FFCRA?	<p>Full-time employees are eligible for up to 80 hours of federal emergency sick leave and 12 weeks for care of a son or daughter due to school closure under the expanded FMLA. Please note that these 12 weeks are the standard amount of time permitted for FMLA, no additional time was added under the new law.</p> <p>Part-time employees will receive an amount equal to the average number of hours worked over a two-week period.</p> <p>Health care providers and emergency responders throughout state government are generally excluded from using this provision except for use of the federal emergency sick leave (up to 80 hours) to care for themselves in the event they become ill from COVID-19 or develop symptoms and may need a medical diagnosis.</p>
New 4/03/2020	4	Are all employees eligible for leave under the FFCRA?	<p>As permitted under the FFCRA, employees identified as health care providers and emergency responders by their agencies are eligible for emergency paid sick leave for their own COVID-related illness if unable to work, but are not eligible for emergency paid sick leave for the family and childcare reasons. In addition, employees identified as health care providers and emergency responders by their agencies will not be eligible for expanded FMLA leave. Employees should contact their agency human resources contact to determine whether they are considered a health care provider or emergency responder.</p> <p>Employees must work for the state for 30 days to be eligible for leave under the expanded FMLA. A new employee is not initially eligible for expanded FMLA benefits, but once employed for 30 days, the employee becomes eligible.</p> <p>Elected officials are not eligible for the emergency paid sick leave.</p>

<p>New 4/03/2020</p>	<p>5.</p>	<p>Who is a “health care provider”?</p>	<p>For the purposes of determining which employees may be exempted from emergency paid sick leave or expanded family and medical leave, per the Department of Labor, a health care provider is “anyone employed at any doctor’s office, hospital, health care center, clinic, post-secondary educational institution offering health care instruction, medical school, local health department or agency, nursing facility, retirement facility, nursing home, home health care provider, any facility that performs laboratory or medical testing, pharmacy, or any similar institution, employer, or entity. This includes any permanent or temporary institution, facility, location, or site where medical services are provided that are similar to such institutions.”</p> <p>This definition also includes “any individual employed by an entity that contracts with any of the above institutions, employers, or entities institutions to provide services or to maintain the operation of the facility. This also includes anyone employed by any entity that provides medical services, produces medical products, or is otherwise involved in the making of COVID-19 related medical equipment, tests, drugs, vaccines, diagnostic vehicles, or treatments.”</p> <p>Finally, the Secretary or Agency Head, is also able to make an individual determination to identify an employee as a health care provider essential to our response to COVID-19. Agencies are in the process of making these determinations now and will communicate directly with agency staff regarding who is included as a health care provider at each agency.</p>
<p>New 4/03/2020</p>	<p>6.</p>	<p>Who is an “emergency responder”?</p>	<p>For the purposes of determining which employees may be exempted from emergency paid sick leave or expanded family and medical leave, per the Department of Labor, an emergency responder is “an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility.”</p> <p>Finally, the Secretary, or Agency Head, is also able to make an individual determination to identify an employee as a health care provider essential to our response to COVID-19. Agencies are in the process of making these determinations now and will communicate directly with agency staff regarding who is included as a health care provider at each agency.</p>
<p>New 4/03/2020</p>	<p>7.</p>	<p>How much do I get paid if I use leave under these programs?</p>	<p><u>Under the Emergency Paid Sick Leave program:</u> Employees will receive their regular rate of pay, subject to a daily maximum of \$511, if the employee is unable to work or telework because they:</p> <ul style="list-style-type: none"> • Are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 • Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 • Are experiencing symptoms of COVID-19 and are seeking medical diagnosis

			<p>Employees will receive 2/3 of their regular rate of pay, subject to a daily maximum of \$200, if the employee is unable to work or telework because they are:</p> <ul style="list-style-type: none"> • Caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 • Caring for your son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons <p>**Employees who are receiving 2/3 pay when using the emergency paid sick leave may choose to supplement the additional one-third of their pay by using their own available state leave, but not state-provided paid administrative leave.</p> <p><u>Under the Expanded FMLA program:</u> The first 10 days of expanded family and medical leave for childcare, due to school or day care closure are unpaid. Employees may substitute any available state leave (e.g., vacation, personal leave, sick leave) or emergency paid sick leave. For the following ten weeks, employees will be paid 2/3 of their regular pay rate, subject to a daily maximum of \$200. Paid FMLA for weeks 3-12 cannot be supplemented.</p>
New 4/03/2020	8.	Do I have to use other leave before using either federal leave type?	No. Employees are not required to use their own accrued leave prior to accessing the available federal leave balances.
New 4/03/2020	9.	Is all leave under the FMLA now paid leave?	No. Only weeks 3-12 of leave for childcare due to school or day care closure is paid for eligible employees.
New 4/03/2020	10.	Are the federal emergency paid sick leave and expanded FMLA retroactive?	No. The provisions are effective beginning April 1, 2020.
New 4/03/2020	11.	What documents are needed to request federal emergency paid sick leave or expanded FMLA?	<p>Employees will be asked to fill out a short form to access either leave program. This is primarily to ensure usage is accurately tracked and submitted to the HR/payroll teams. Additional information* may be required as follows:</p> <p>If the employee has been advised by a health care provider** to self-quarantine due to concerns related to COVID-19:</p> <ul style="list-style-type: none"> • The employee's name • The name of health care provider who advised • A statement that the employee is unable to work, including telework, for that reason • The date(s) for which leave is requested <p>If employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis:</p> <ul style="list-style-type: none"> • The employee's name • The name of health care provider who has been contacted • A statement that the employee is unable to work, including telework, for that reason • The date(s) for which leave is requested <p>If the employee is caring for a sick family member:</p> <ul style="list-style-type: none"> • Employee's name • The name of the individual the employee is caring for

			<ul style="list-style-type: none"> • The applicable order (e.g. safer at home order) or name of health care provider** who ordered the individual being cared for to self-quarantine (depending on the reason) • A statement that the employee is unable to work, including telework, for that reason • The date(s) for which leave is requested is all that is required. <p>If the employee is caring for a son or daughter because the school or place of care has been closed, or the childcare provider is unavailable, due to COVID-19 precautions:</p> <ul style="list-style-type: none"> • The employee's name • The name of son or daughter and name of the school or day care that is closed. <p><i>*Note: Medical Coordinators, or supervisors when appropriate, are authorized to request further documentation of the information provided in each scenario listed above when needed.</i></p> <p><i>** "Health care provider" for purposes of determining individuals whose advice to self-quarantine due to concerns related to COVID-19 can be relied on as a qualifying reason for emergency paid sick leave, means a licensed doctor of medicine, nurse practitioner, or other health care provider permitted to issue a certification for purposes of the FMLA.</i></p>
New 4/03/2020	12.	I have been told not to report to work due to the Governor's Safer at Home order and my job is not conducive to teleworking. Can I use the federal emergency sick leave to cover this time?	Yes. Unless you are a health care provider or emergency responder, this leave will be used to cover this time.
New 4/03/2020	13.	Will I continue to earn benefits (health insurance, vacation, etc.) while using the federal programs?	Permanent and project employees will continue to earn continuous service, WRS contributions (by both the employee and employer) and creditable service, annual leave, and sick leave when using the paid emergency sick leave or expanded family and medical leave. For limited term employees, there will be no benefit accrual except as qualifying hours for initial WRS eligibility or creditable service for LTEs who are already WRS-eligible.
New 4/03/2020	14.	Can I use my sick leave or other state paid leave and FFCRA paid sick leave or expanded FMLA concurrently for the same hours?	Employees who are receiving 2/3 pay when using the emergency paid sick leave may choose to supplement the additional one-third of their pay by using their own available state leave, but not state-provided paid administrative leave. For example, a full-time employee could receive eight hours of emergency paid sick leave at the two-thirds rate of pay and also use two and two-thirds hours of vacation or sick leave to receive a full paycheck for eight hours at the employee's regular rate of pay. Employee's cannot use other leave to supplement the 2/3 pay received for weeks three through 12 of expanded FMLA for childcare due to school or day care closure.
New 4/03/2020	15.	Who is considered a son or daughter?	Under the FFCRA, a "son or daughter" is your own child, which includes your biological, adopted, or foster child, your stepchild, a legal ward, or a child for whom you are standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. Son or daughter also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability. For additional information about in loco parentis or requirements relating to an adult son or daughter, see DOL Fact Sheet #28B or Fact Sheet #28K respectively.

New 4/03/2020	16.	What does it mean to be unable to work, including telework for COVID-19 related reasons?	<p>You are unable to work if your employer has work for you and one of the COVID-19 qualifying reasons set forth in the FFCRA prevents you from being able to perform that work, either under normal circumstances at your normal worksite or by means of telework.</p> <p>If you and your employer agree that you will work your normal number of hours, but outside of your normally scheduled hours (for instance early in the morning or late at night), then you are able to work and leave is not necessary unless a COVID-19 qualifying reason prevents you from working that schedule.</p>
New 4/03/2020	17.	If I am or become unable to telework, am I entitled to paid sick leave or expanded family and medical leave?	<p>If you have been approved to telework and you are unable to perform those tasks or work the required hours because of one of the qualifying reasons for emergency paid sick leave, then you are entitled to take emergency paid sick leave.</p> <p>Similarly, if you are unable to perform those teleworking tasks or work the required teleworking hours because you need to care for your son or daughter whose school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, then you are entitled to take expanded family and medical leave. Of course, to the extent you are able to telework while caring for your son or daughter, emergency paid sick leave and expanded family and medical leave is not available.</p>
New 4/03/2020	18.	How do I record these leave times in STAR?	<p>The federal leave codes will not be available in STAR until the week beginning April 6, 2020. Employees and supervisors will be notified when this function is available. Job aids, along with additional instructions and information will be provided at that time.</p>
New 4/03/2020	19.	May I take my emergency paid sick leave intermittently while working at my usual worksite (as opposed to teleworking)?	<p>It depends on why you are taking emergency paid sick leave and whether your employer agrees. In general, unless you are teleworking, emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:</p> <ul style="list-style-type: none"> • You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 other than the safer at home order • You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 • You are experiencing symptoms of COVID-19 and seeking a medical diagnosis • You are caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 <p>Unless you are teleworking, once you begin taking emergency paid sick leave for one or more of these qualifying reasons, you must continue to take emergency paid sick leave each day until you either (1) use the full amount of emergency paid sick leave or (2) no longer have a qualifying reason for taking emergency paid sick leave. This limit is imposed because if you are sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the intent of FFCRA is to provide such emergency paid sick leave as necessary to keep you from spreading the virus to others.</p>

			<p>For employees who are subject to the safer at home order, have been deemed nonessential by their agency and do not have the ability to telework, subject to agreement between the employee and supervisor, emergency paid sick leave may be taken intermittently.</p> <p>If you no longer have a qualifying reason for taking emergency paid sick leave before you exhaust your emergency paid sick leave, you may take any remaining emergency paid sick leave at a later time, until December 31, 2020, if another qualifying reason occurs.</p> <p>In contrast, if you and your supervisor agree, you may take emergency paid sick leave intermittently if you are taking emergency paid sick leave to care for your son or daughter whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons. For example, if your son or daughter is at home because his or her school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, you may take emergency paid sick leave on Mondays, Wednesdays, and Fridays to care for your son or daughter, but work at your normal worksite on Tuesdays and Thursdays.</p>
New 4/03/2020	20.	May I take my emergency paid sick leave intermittently while teleworking?	If you are teleworking and become unable to do so for qualifying reasons related to COVID-19 (i.e. you feel unwell enough to work or are required to care for another), emergency paid sick leave must be taken in full-day increments. However, the leave may be taken intermittently over the course of your normally scheduled days.
New 4/03/2020	21.	May I take my expanded family and medical leave intermittently while my child's school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons, if I am not teleworking?	Yes, but only with your supervisor's permission. Intermittent expanded family and medical leave should be permitted only when you and your employer agree upon such a schedule. For example, if your employer and you agree, you may take expanded family and medical leave on Mondays, Wednesdays, and Fridays, but work Tuesdays and Thursdays, while your son or daughter is at home because their school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons, for the duration of your leave.