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Hiram’s faculty, staff, and students routinely cite the College’s sense of community as one of its most defining and important characteristics. We have navigated much change in recent years, but none of it has challenged our community like the COVID-19 pandemic. The health, economic, and social implications of the pandemic have created acute challenges for all of us, and we must continue to acknowledge that those realities inform how we will begin coming back to Hiram’s campus to do our jobs.

In a collective effort to protect our beloved community and take care of all who are part of it, this guide for Returning to the Workplace offers suggestions and, in some cases, expectations for how we can support each other in our return to our campus. In cases where the language seems direct, the intent is to underscore how important these measures are. With joint cooperation, we can bring each other through this difficult period and offer an excellent education to our students for years to come.

Of course, knowledge and understanding of the COVID-19 virus continue to evolve. Hiram’s student health providers, members of the Campus Event Response Team (CERT), and others are continually reviewing and incorporating the latest information regarding the virus. As such, as guidance evolves, this document will evolve with it to ensure we have the best possible strategies in place to promote our safety.

GUIDING PRINCIPLES

- Strive to protect the health of Hiram students, faculty, staff, and campus visitors as the college implements a phased-in return to work plan that readies the campus for flexible instruction in Fall 2020.
- Continue to embody the mission and values of a Hiram education, in which face-to-face interactions between and among faculty, staff, students and administrators are critical.
- Seek to maintain a physical learning environment that best fosters students’ intellectual, social, and interpersonal development while navigating the realities of the pandemic.
- Align Hiram’s phased return to work plan with health and safety orders and ordinances issued by the federal, state, and local governments and health organizations (e.g., Centers for Disease Control and Prevention, Ohio Department of Health, and Portage County Health District). This plan reviewed by Bricker & Eckler LLP.
WORKPLACE EXPECTATIONS & GUIDELINES:
The guidelines and safety practices delineated below have been constructed to protect the Hiram community. Unless you have received a written exception from the Human Resource Office, you are expected to comply. Failure to do so places you and the entire college community at risk. Supervisors will address willful noncompliance as a corrective action issue.

SYMPTOM AND SELF-MONITORING:
As faculty and staff return to the workplace, they must monitor themselves on a daily basis for symptoms before reporting to campus. Employees working on site must be free of ANY symptoms potentially related to COVID-19.

These symptoms are presently understood to include one or more of the following:
- Cough
- Shortness of breath or difficulty breathing
- Fever (Temperature 100.4 F or higher)
- Chills/Repeated shaking with chills
- Runny nose or congestion
- Muscle Pain/Joint Pain
- Headache
- Sore throat
- Fatigue
- Nausea, Vomiting, Diarrhea
- New loss of taste or smell

DAILY SELF-MONITORING QUESTIONS

1. Is your temperature 100.4 F or higher (you are expected to take your temperature each day before reporting to work on site)?
2. Have you exhibited any other symptoms in the last 14 days?
3. Have you traveled internationally or to or from locations designated as “hotspots” in the last 14 days? CDC Travel Information
4. Has anyone with whom you have been in contact tested positive for, had symptoms or been quarantined because of possible exposure to COVID-19?

If you have had any COVID-19 symptoms in the 14 days before your planned return to campus or at any time after you return to campus, stay home and self-isolate until your healthcare provider or local health department clears you, or until you have met the CDC and Ohio Department of Health requirements for ending self-isolation, which are:

1) At least ten (10) days have passed since symptoms appeared, AND
2) you have been fever-free for three (3) full days (72 hours) without the use of fever-reducing medication, AND
3) your symptoms have improved for at least three (3) full days (72 hours).

Contact your supervisor and Human Resources to keep them apprised of your circumstances.

If you have been exposed to someone with COVID-19 at home or in the workplace, and you are not exhibiting symptoms, stay home and contact your supervisor and Human Resources. You will be instructed to self-quarantine for 14 days from the date of exposure.
SUPERVISOR REPORTING
Supervisors are to send an email to the Director of Health Center and the Director of Human Resources to
1) report cases of COVID-19,
2) report employees with symptoms of COVID-19, and
3) report employees who have been exposed to someone with COVID-19.

RESPONSE TO CASES OF COVID-19 AT HIRAM
Despite all precautionary measures, there is always a risk of exposure to communicable diseases. Should an employee contract COVID-19, the Director of Health Center and Director of Human Resources will promptly work to identify all individuals who worked in close proximity (within 6 feet) of the employee for a prolonged period of time (more than a few minutes) within the previous 14 days and, without identifying the employee by name, notify those individuals that an employee with whom they worked in close proximity on site has tested positive. These individuals will be asked to work remotely for 14 days and self-monitor for symptoms. All other employees will also be notified of the positive COVID-19 test, but the employee will not be identified by name.

Portage County Health District will be notified of any positive COVID-19 test. Other state or federal agencies will be notified if and as required by applicable law.

It is an expectation that Facilities Management will thoroughly clean any infected individual’s workplace after the area has been closed off for at least 24 hours.

PHASED-IN RETURN TO WORK:
Hiram will coordinate a phased-in return to work for college faculty and staff designed to promote and enforce appropriate physical distancing, allow employees to secure PPE (personal protective equipment), and give local authorities the time they need to set up their COVID-19 testing protocols and systems.

Over the course of mid-June to late July, supervisors will bring back employees who are working on mission-critical operations, those who have the ability to control and manage their physical work environments, and those whose responsibilities necessitate access to on-site resources. Vice Presidents will contact employees who fall into one or more of these categories to help explain the safety protocols in place, answer questions, and provide any position-specific instructions about their workspace or schedule.

The present goal is to re-populate campus as fully as possible by August. This will provide employees the time to acclimate to new norms and behaviors prior to students’ return on August 31.

This phased process aims to promote the physical distancing protocols that have emerged as best practices. This means that individuals must maintain a distance of six feet or more. Gatherings of 10 or more are prohibited in accordance with the current Ohio Department of Health guidelines or as subsequently amended.

WORKPLACE ACCOMMODATIONS
According to the CDC, individuals with certain characteristics and conditions may be at higher risk for COVID-19 disease and/or experience more severe symptoms if infected. Those may include:
• Older adults (aged 65 years and older)
• People with HIV
• Asthma (moderate-to-severe)
• Chronic lung disease
• Diabetes
• Liver Disease
• Serious heart conditions
• Chronic kidney disease being treated with dialysis
• Severe obesity
• Being immunocompromised

Faculty and staff members who are scheduled to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should contact Karen Holland, Hiram’s Director of Human Resources, at hollandk@hiram.edu or 330.569.5109.
WORKPLACE AND SCHEDULES WILL BE DETERMINED BY RESPECTIVE VICE PRESIDENTS
Your Vice President or their designee will work in tandem with members of the senior cabinet to identify which of the following options are best suited for each employee.

Remote Work: Unless conditions deteriorate and/or state or local guidelines change, remote work will cease to be the norm as the summer progresses and fall approaches. During June and July, however, some employees may continue to work remotely in approved situations. These approvals will be reviewed, and decisions will be made by Human Resources and respective Vice President, on a case-by-case basis.

Alternating Days: Some employees may follow a schedule that brings faculty and staff back to the office on alternating days. This measure will help enable physical distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: Some faculty and staff may be given staggered schedules to start and end their workdays to reduce office congestion at common entry/exit points of buildings.

TESTING AND CONTACT TRACING
As on-site staffing increases and operations expand, Hiram’s CERT and health providers will closely monitor the potential spread of the virus and adapt policies and procedures to mitigate it. When tests and procedures for processing them become available, they will play a critical role in efforts to assess the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may again be necessary. Portage County Health District, and any other applicable health department, will be informed of positive COVID-19s.

The Portage County Health District is charged with contact tracing confirmed Hiram College cases of COVID-19, and the College is working closely with them on this important project. The Portage County Health District will conduct calls and follow-up queries with those in isolation and/or quarantine as necessary. For any faculty/staff who live outside of Portage County, the respective county health departments will work together to achieve a coordinated and thorough response to each case.
**PERSONAL SAFETY PRACTICES**

**Face Coverings:** Until further notice, face coverings must be worn by all faculty and staff working on campus when in the presence of others and in public settings where other physical distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Correct use of face coverings has been conclusively shown to reduce risk of novel coronavirus transmission. Given the high incidence of virus carriers who show no symptoms, and the fact that the infectivity period begins 2 days prior to the onset of symptoms, this mask requirement is critical to the safety of our community. A face covering is not a substitute for physical distancing.

Disposable masks may be worn for only one day, after which employees should discard them. Cloth face coverings may be used multiple times but should be laundered between daily uses. When faculty and staff return to campus, their supervisors will provide them with a Hiram-themed face covering; they may wear their own face coverings as well.

If a faculty or staff member loses their face covering or comes to campus without one, they should call Campus Safety or their supervisor for a replacement – if this happens more than once, replacements will be available for purchase at the bookstore.

Exceptions to this policy will be granted to employees who have been advised by their health provider not to wear a face covering or for those whose position makes such a violation of safety or professional regulations. A face covering also is not required if an employee is working alone in an enclosed workspace or if there is another practical reason (e.g., severe asthma or breathing issues, hearing aids, autism, post-traumatic stress disorder, allergies related to face coverings, or claustrophobia.). In addition, face coverings should NEVER be worn by or placed on people who are younger than 2, have difficulty breathing, or are unconscious, incapacitated, or otherwise unable to remove them without assistance. Employees should work with their supervisors and Human Resources to document these exceptions.

See details regarding face coverings use and care below.

<table>
<thead>
<tr>
<th>TYPE AND INTENDED USE OF FACE COVERINGS/MASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cloth Face Covering</strong></td>
</tr>
<tr>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td><strong>Disposable Mask</strong></td>
</tr>
<tr>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td><strong>Medical-Grade Surgical Mask</strong></td>
</tr>
<tr>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td><strong>N95 Respirator</strong></td>
</tr>
<tr>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
</tr>
</tbody>
</table>

Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas) where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).

These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by HCHC. They may also be used by individuals who are immunocompromised.
USE AND CARE OF FACE COVERINGS

Putting on the face covering/disposable mask:
• Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
• Ensure the face covering/disposable mask fits over the nose and under the chin.
• Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
• Tie straps behind the head and neck or loop around the ears.
• Throughout the process: Avoid touching the front of the face covering/disposable mask. Should you touch the front of the covering please wash your hands or use a hand sanitizer that contains at least 60% alcohol.

Taking off the face covering/disposable mask:
• Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
• When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
• Wash hands or use sanitizer immediately after removing.

Care, storage, and laundering:
• Keep face coverings/disposable mask stored in a paper bag when not in use.
• Cloth face coverings should not be used more than one day at a time and should be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each day’s use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
• Disposable masks should be used per the CDC guidelines. They should be disposed of if they are soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Safely Wear and Take Off a Face Covering

PHYSICAL DISTANCING
Maintaining space between people is one of the best strategies to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. When working on site, faculty and staff must follow these physical distancing practices:
• Stay at least 6 feet (about 2 arms’ length) from other people at all times
• Do not gather in groups of 10 or more
• Stay out of crowded areas and avoid mass gatherings

Ideally, employees will carefully consider these same guidelines when they are off campus as well.

HANDWASHING
Wash your hands often with soap and warm water for at least 20 seconds, especially after you have been in a public place, blown your nose, coughed, sneezed, or touched your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth. CDC Handwashing Video

GLOVES
Healthcare workers and others in high-risk areas should use gloves as part of their PPE (Personal Protective Equipment), but the CDC has concluded that gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

GOGGLES/FACE SHIELDS
Faculty and staff need not wear goggles or face shields as part of general activity on campus. Good hand hygiene, face masks, and avoiding touching your face are generally sufficient for non-healthcare environments.

CLEANING/DISINFECTION
Housekeeping teams will clean office and workspaces according to CDC Guidelines. Facilities Management will provide materials for cleaning and sanitizing offices and workstations. Please clean and sanitize work and common spaces throughout the day, between shifts and at the close of each day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones and keyboards, and shared equipment like copiers, printers, and coffee makers. Facilities Management will also maintain hand sanitizer stations at major building entrances, elevator stops and high-traffic areas.
COUGHING/SNEEZING HYGIENE
If you are in a private setting and are not wearing your face covering, please remember to always cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze. Afterward, throw used tissues away and wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

Public Transportation:
If you must take public transportation, Uber, Lyft, etc. wear a face covering before entering the vehicle and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol as soon as possible and before removing your face covering.

Working in Office Environments:
If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face covering at all times while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and students, such as:
• Place visual cues such as floor decals, colored tape, or signs to indicate to students where they should stand while waiting in line.
• Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
• Department Supervisors/School Directors are responsible for securing template signs and other resources from College Relations, which they should edit for their area’s specific circumstances while maintaining the template’s theme. (They may be edited for specificity but not content).

If you work in an office, no more than one person should be in the same room unless they can consistently maintain a 6-foot distance from each other. If more than one person is in a room, they should wear face coverings at all times. A face covering is not required if you are working alone in a confined office space with a door.

Face coverings should be worn by any faculty or staff in reception/receiving areas and other confined circumstances, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms:
Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators:
Please use the stairs whenever possible, given maintaining physical distance inside of elevators is nearly impossible. Wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol as the preferred form of hand hygiene upon departing the elevator.

Meetings:
Convening in groups increases the risk of viral transmission. Where feasible, meetings and interpersonal communication should occur using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a face covering while sharing space in a common room.
Meals:
Before and after eating, please wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you must wear your face covering to enter the Dining Hall and retrieve your meal (which must be ordered ahead of time according to dining services guidelines). Individuals should not sit facing one another. Faculty and staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others and avoid directly facing one another. Only remove your face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees. Please wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Laboratory Work:
See the faculty responsible for individual laboratories for the specific criteria they have developed for those facilities.

Traveling:
Travel is limited to only what is essential for College business, and always aligned with recommendations from the Portage County Health District, the Ohio Department of Health, and the Centers for Disease Control and Prevention. Those who must travel for essential business should regularly check CDC travel warning levels. CDC Travel Information

VISITORS
When visitor access is granted, all guests will be expected to follow physical distancing guidelines, hygiene protocols, face covering behaviors and other rules as posted on the CDC COVID-19 website. Faculty and staff are encouraged to communicate by email or other means to regular suppliers and delivery companies explaining our COVID-19 management policy, asking that no person enter our buildings for non-essential purposes and explain any containment practices that are required while onsite.

SIGNAGE AND POSTERS
Campus and building occupants are expected to follow signage on traffic flow through entrances, exits, elevator usage and similar common use areas.

MENTAL AND EMOTIONAL WELLBEING
Employee Assistance Program (EAP): Hiram is committed to supporting our employees at this difficult time. EAP services are available to all employees at no cost and can help you identify strategies to maintain health and wellbeing. They offer confidential help 24 hours a day, 7 days a week, to employees and their family members. Visit Workhealthlife.com/Standard3 or call 888.293.6948 for more information and resources to offer support, manage stress and enhance your resilience.

Local Counseling Services
Summit Psychological Associates
Chestnut Medical Arts Bldg
6693 N. Chestnut Street Suite 235
Ravenna, Ohio 44266
330.296.3700

Coleman Professional Services
5982 Rhodes Road
Kent, OH 44240
330.673.1347

If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available. Call the Disaster Distress Helpline at 1.800.985.5990 (1.800.846.8517 TTY), connect with a trained counselor through the Ohio Crisis Text Line by texting the keyword “4HOPE” to 741 741; call the COVID Careline at 1.800.720.9616; or call the Ohio Department of Mental Health and Addiction Services help line at 1.877.275.6364 to find resources in your community.

ACKNOWLEDGMENT
Please initial and sign the Acknowledgment on the next page stating you have read and understand the policies and procedures in this guide. Return this acknowledgement to Human Resources.
RETURNING TO THE WORKPLACE ACKNOWLEDGEMENT

Hiram College is instituting a phased-in return to work plan governed by the guidelines and policies articulated in this document. All employees are expected to read this document carefully, provide to their supervisor accurate and timely information regarding their own health and safety, and comply with all policies here within or as modified by further written communication(s). Violation of these guidelines may result in the immediate revocation of campus and building access privileges.

Please initial where indicated

_____ I understand I am obligated to self-screen for the onset of new symptoms before reporting to campus, including daily temperature and symptom checks. I understand that I am to remain at home should I become symptomatic in any way and will immediately report any exposure or illness consistent with COVID-19 to my supervisor and Human Resources.

_____ I understand I am obligated to comply with the following workplace controls currently in place to maximize workplace safety and minimize potential risk of exposure:

• Practice physical distancing by ensuring a 6-foot distance between people at all times.
• Wear a face covering while at work unless working alone in an enclosed workspace, or unless it is not advisable by my health care professional in accordance with the Ohio Department of Health regulations.
• Engage in regular hand washing and hand sanitizing.
• Frequently disinfect my personal workspace (i.e., desk, workstation, lab counter).
• Refrain from hosting any visitors to campus until directed otherwise.

_____ I understand that, should I fail to adhere to the workplace controls in place at this time, I may be required to leave campus and utilize paid or unpaid leave for the balance of the day. I further understand that my repeated failure to adhere to workplace controls may result in discipline, up to and including termination.

Employee Name: __________________________ Date: _____________

Signature: __________________________________________________________________________

Supervisor Name: __________________________ Date: _____________

Signature: __________________________________________________________________________
EMPLOYEE RIGHTS
PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE
UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS
Generally, employers covered under the Act must provide employees:
Up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to $200 daily and $12,000 total.
A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES
In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19; | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
| 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); | |

▶ ENFORCEMENT
The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-899-5627
dol.gov/agencies/whd