**COVID-19 Safe Work Plan**

**and COVID-19 Supplement for Standard Operating Procedures**

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**Directions for use:**

* This customizable template is for use by any small business in developing a **Safe Work Plan** for reopening following the Stay Home, Stay Healthy order.
* This template includes general categories and practices recommended by Washington State. You will need to tailor this for your business and your industry.
* Read through the plan and then **tailor this document for your business and industry by filling out the highlighted sections**.
* This plan is not intended to replace your existing Accident Prevention Plan that’s required by law for all businesses. For a sample Accident Prevention Plan, contact the Department of Labor & Industries.
* This template does not address or replace any health, safety and other workplace requirements in place prior to COVID-19.
* You are responsible for ensuring compliance for the state requirements that apply to your business. Please refer to issued guidance and ensure your plan addresses every aspect of the most recent guidance.
* Your plan should be updated as guidelines change.
* Always refer to the latest state guidance here:

<https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

Table of Contents

**COVID-19 Safe Work Plan**

A template for your COVID-19 Safe Work Plan and Procedures. Ready to customize, print and add to your Standard Operating Procedures.

1. **What is COVID-19**

<https://www.kingcounty.gov/depts/health/covid-19/FAQ.aspx>

1. **COVID-19 Procedures**
   1. Updated Sick Leave Policy
   2. Employee Training
   3. Employee Health Screening
   4. Social Distancing
   5. Personal Protective Equipment (PPE)
      1. Face Coverings and Employees
      2. Face Coverings and Customers
   6. Educate Customers
   7. Occupancy and Distancing Management
   8. Industry-Specific Procedures
   9. Sanitation and Cleaning
   10. Hand Washing
   11. Employee and Customer Log
   12. Site Supervisor and Plan Monitoring
2. **Checklist of Daily COVID-19 Procedures**
3. **Reporting Cases:** If you have a positive case in your workplace, report it to Public Health Seattle & King County within 24 hours.

<https://kingcounty.gov/depts/health/covid-19/workplaces/report-cases.aspx>

1. **The Families First Coronavirus Response Act**

**COVID-19 Safe Work Plan for** [Name of Business]

Last Updated: [Insert Date Here]

**1. What is COVID-19**

**Novel coronavirus (COVID-19) is a new virus strain spreading from person-to-person** that has not been previously identified. It is currently in the United States and most other countries in the world. Health experts are concerned because this new virus spreads easily and has the potential to cause severe illness and pneumonia in some people — especially people over age 60 or who have weakened immune systems.

**COVID-19 is thought to spread mainly through close contact from person-to-person.** Some people without symptoms may be able to spread the virus.

COVID-19 may also be spread by a person touching a surface or object that has the virus on it, then touching their own mouth, nose, or eyes. This is not thought to be the main way this virus is spreading.

The virus that causes COVID-19 spreads very easily between people in the following ways:

* Between people who are in close contact with one another (within about 6 feet).
* Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people nearby or be inhaled into the lungs.

**COVID-19 may be spread by people who are not showing symptoms.**

People with COVID-19 have had a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

**Symptoms include:**

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea.

There may be more symptoms than listed above.

**Ways to prevent getting COVID-19:**

* Wash hands frequently with soap and water for at least 20 seconds. If not available, use hand sanitizer.
* Limit non-essential trips out of the house and minimize contact with others who don't live with you.
* Stay at least 6 feet away from others outside of your home.
* Wear a cloth face covering or mask to cover your mouth and nose when outside your home.
* Avoid touching your eyes, nose, or mouth with unwashed hands.
* Stay away from others who are sick. Stay home if you are sick or showing [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).
* Avoid group gatherings and poorly ventilated spaces.
* Cover your mouth/nose with a tissue or sleeve when coughing or sneezing.
* Anyone who is experiencing even mild [COVID-like symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) should isolate themselves away from others and get tested. [It is important to isolate yourself as soon as you develop symptoms](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDcasepositive.pdf), even before you are tested, because if you have COVID-19, you are already contagious.

**2. COVID-19 Procedures for [Name of Business]**

**Date Last Updated: [Insert Date Here]**

This plan includes the written procedures and practices this business establishment has implemented to prevent the spread of COVID-19.

This plan adheres to all measures established by the Governor’s guidance, the Department of Labor & Industries (L&I) [Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces](https://lni.wa.gov/forms-publications/F414-164-000.pdf), and the [Washington State Department of Health Workplace and Employer Resources & Recommendations](https://www.doh.wa.gov/Coronavirus/workplace) (DOH). This plan incorporates the latest industry guidance available from the State of Washington at: <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

**a. Updated Sick Leave Policy**

<https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf>

**Employees should not come to work if they are sick and/or experiencing any of the symptoms of COVID-19.** Employees should notify their supervisor as soon as possible and work with their supervisor regarding their time off.

Employees do not need to present a note from their healthcare provider. Employees should work with their supervisor to plan for their leave.

All employee’s health information, including a COVID-19 diagnosis, will remain confidential. Staff will be notified that someone has had a positive diagnosis, but supervisors will keep the employee’s identity confidential.

**Employees will receive:**

* *Up to two weeks (up to 80 hours) of****paid sick leave***if the employee isunable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
* *Up to Two weeks (up to 80 hours) of****paid sick leave****at two-thirds the employee’s regular rate of pay* because the employee is unable to work because of the need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**FOR CRITICAL INFRASTRUCTURE STAFF ONLY:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic will adhere to the following practices prior to and during their work shift:

* Pre-Screen: Employee has temperature measured, and is assessed for symptoms prior to starting work, ideally, before entering the facility.
* Regular Monitoring: If the employee doesn’t have a fever or symptoms, they will self-monitor under the supervision of the business’ occupational health program.
* Wear a Mask or Face Covering: The employee will wear a face covering or mask at all times while in the workplace for 14 days after last exposure.
* Social Distance: The employee will maintain 6 feet and practice social distancing as work duties permit in the workplace.
* Disinfect and Clean: All workplace areas such as offices, bathrooms, common areas, shared electronic equipment will be cleaned and disinfected routinely.

If the employee becomes sick during the day, they will be sent home immediately. Surfaces in the workspace will be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms will be compiled. Others at the workplace with close contact within 6 feet of the employee during this time will be considered exposed.

Recommendations in the [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) have been implemented to help prevent and slow the spread of COVID-19 in the workplace.

**b. Employee Training**

* All employees are trained about how to prevent transmission of COVID-19 and about every procedure in this plan before starting work.

[insert specific work procedure if applicable]

* Safety information, hygienic practices and policies are posted on-site [insert location(s)], including:
  + Social distancing and PPE requirements;
  + Not touching the face with unwashed hands or with gloves;
  + Washing hands often with soap and water for at least 20 seconds;
  + Using hand sanitizer with at least 60% alcohol;
  + Cleaning and disinfecting frequently-touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, doors and doorknobs; and
  + Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
* Information regarding employee rights under [Stay Home, Stay Healthy Proclamation 20-46](https://www.governor.wa.gov/sites/default/files/20-25.3%20-%20COVID-19%20Stay%20Home%20Stay%20Healthy%20-%20Reopening%20%28tmp%29.pdf), [high risk employee rights](https://www.governor.wa.gov/sites/default/files/proclamations/20-46%20-%20COVID-19%20High%20Risk%20Employees.pdf), and [Families First Coronavirus Response Act](https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave), use of unemployment benefits and other paid time off resources is provided to every employee and posted [insert where].

**c. Employee Health Screening**

* All employees are screened for signs/symptoms of COVID-19 at the start of each shift, using the [COVID-19 Screening Tool](https://kingcounty.gov/elected/executive/constantine/covid-response/safe-start/~/media/elected/executive/constantine/initiatives/covid/COVID_Screening_Tool_7,-d-,16.ashx?la=en).
* Sick employees are instructed to go home immediately if they feel or appear sick.
* Employees with symptoms are recommended to get tested, even if they have only mild symptoms or have had close contact with a person who has COVID-19.
* Employees with symptoms are recommended to isolate immediately to reduce the risk of spreading the infection.
* Any area where a sick employee worked is immediately cleaned and sanitized using [cleaning guidelines from the CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf).
* Sick employees are encouraged to stay home. Employees will not return to work until:
  + they feel healthy,
  + they have gone 24 hours without a fever without the use of any fever reducing medications and improving symptoms (e.g., cough, shortness of breath),
  + and at least 10 days have passed since symptoms first appeared.
* Employees **do not** need to submit a negative COVID-19 test result or a positive antibody test before starting a job or returning to work after recovering from the virus.

**d. Social Distancing**Employees and customers will always maintain 6-feet of distance in all interactions. When strict physical distancing is not feasible for a specific task, the following prevention measures will be taken, including the appropriate face masks and other PPE:

• Include PPE specific to your business.

• Adequate face coverings will be provided

• Use of plexiglass barriers

• Staggering of shifts and breaks

• Only one person is allowed in an elevator at a time unless they already live together

**e. Personal Protective Equipment (PPE)**

[tailor this for your business] All employees will receive PPE appropriate for the job function or activity being performed. PPE includes gloves, goggles, face shields and face masks.

Employees are required to wear appropriate PPE at all times while at work.

• [insert cloth mask requirement for your business/industry]

Which Mask for Which Task: <https://lni.wa.gov/forms-publications/F414-168-000.pdf>

**Face Coverings and Employees**

All employees are required to wear face coverings in Washington State as of 6-6-2020 unless they meet one or more of the following exemptions:

* Anyone with a disability that makes it hard for them to wear or remove a face covering.
* Anyone who has been advised by a medical professional to not wear a face covering because of personal health issues.

Employees are also required to stay 6 feet apart from each other and customers.

This business will make reasonable accommodations for any employee who is unable to wear a face covering due to the exemptions listed above.  If an employee cannot wear a face covering, maintaining 6 feet (or 2 meters) of social distance is required. Employees are not allowed to ask other employees private medical information.

**Face Coverings and Customers**

Customers entering the building are required to wear face coverings in Washington State as of 6-6-2020 unless they meet one or more of the following exemptions:

* Babies and toddlers under age 2 should never wear cloth face coverings.
* Children ages 2-4 are strongly encouraged to wear a face covering.
* All children ages 5 years & up should wear a face covering unless medically directed to do otherwise.
* Anyone with a disability that makes it hard for them to wear or remove a face covering.
* Anyone who has been advised by a medical professional to not wear a face covering because of personal health issues.
* Anyone who has trouble breathing, is unconscious, or unable to remove the face covering without help.

[We offer disposable face masks at the entrance for folks that do not have one.] Customers are also required to stay 6 feet apart from each other and business employees. If customers are not following these laws, it is our responsibility to educate customers and ask them to abide by them. This should be done with respect and kindness. It is important to give people the benefit of the doubt in these situations.

Employees are not allowed to ask customers about private medical information. It is illegal for an employer or employee to ask a customer, vendor, colleague, etc. if they have a disability. This business will make reasonable accommodations for anyone that is unable to wear a face covering due to the exemptions listed above.  Employees will ask folks who are unable to wear a face covering to maintain 6 feet (or 2 meters) of social distance [and if applicable - offer contactless service].

**SAMPLE LANGUAGE IF VENDOR OR CLIENT ENTERS WITHOUT A FACE COVERING:**

* “Washington State has made it mandatory for anyone who enters a business to wear a face covering. We have disposable masks by the front door if you need one. Would you like me to get one for you?”
  + If customer responds by stating that they have a medical exemption, you can respond by stating, “We are happy to accommodate that, we just ask that you maintain the 6 feet social distance [if applicable - as marked on the floor].

o [if applicable] "We are also happy to offer you our contactless service.”

o [if the second bullet point above is applicable] “Which would you prefer?”

* If the customer responds with “I don’t want to wear a mask”, “masks are stupid” or anything else along these lines, you can respond by saying, “I’m sorry that you don’t agree with this policy, but we are going to have to ask you to leave the building, if you are not willing to wear a face covering, in order to protect our staff and customers. We are required to ask you to leave by Washington State. I am happy to talk you through our [if applicable - contactless services] that are available.”
  + The key here is to not escalate the situation. If someone is passionate about not wearing a face covering, you can simply state the facts and ask that they either comply or leave.
  + Sometimes this situation may require asking a supervisor to intervene or using broken record technique to reiterate the requirement.
  + You can point to the signage that is posted to add credibility to your statement.
  + This may help depersonalize the interaction, which could de-escalate the situation.

**f. Educate Customers**

Posters that display social distancing and face covering requirements in [language(s) best for customers and employees] are posted at the entrance and in visible locations throughout the establishment.

Tape or markers are on the floor six feet apart where needed.

**g. Occupancy and Distancing Management**

* Customer occupancy will be kept to [insert number or building occupancy %].
* This current customer occupancy will be maintained by [Tailor this for your business] Distancing markers are installed or marked on the floor to maintain 6-foot distance in lines to enter, check-out lines, lobby and within facility.
* Signage at entrance communicates occupancy limits, six-foot physical distancing guidance and policy on face coverings.
* The operating hours of [insert time span] is reserved for high-risk individuals to shop or enter.
* [If applicable] One-way flow of customer traffic to aid social distancing is clearly guided by posted signage.

**h. Industry-Specific Procedures**

This section should be tailored for your industry and specific requirements you must meet that are not outlined above.

For updated industry-specific guidance, refer to this website: <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

**i. Sanitation and Cleaning**

Disinfecting and cleaning are a critical component of reducing the spread COVID-19 and keeping business open. Regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment are maintained.

The manufacturer’s instructions on cleaning and disinfectant products (e.g., concentration, application method and contact time, PPE) used for cleaning are followed.

All high-touch areas are frequently sanitized, including restrooms, [customize, for ex., fitting rooms, check-out counters,] doors and all commonly-touched surfaces. This also includes [door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily].

**Sanitation and cleaning schedule**

[insert sanitation/cleaning schedule, i.e. hourly disinfecting of surfaces, daily cleaning at opening and closing, bathrooms cleaning, etc.]

**j. Hand Washing**

* Employees are required to wash hands frequently for 20 seconds during shifts including before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
* Supplies, including soap and hand sanitizer (greater than 60% ethanol or 70% isopropanol) are available. Hand sanitizer is located at the entrance and at [insert other locations].
* [tailor for your business] Disposable gloves are provided for use where safe and applicable to prevent transmission on tools or other shared items
* Workers should always wash hands when visibly soiled and after removing any PPE.
* Handwashing signs are posted [tailor for your business].

**k. Employee and Customer log**

[include if applicable to your industry] A daily log of all workers and visitors/customers is kept and maintained for at least four weeks. The log includes name, phone number and email address of all workers and visitors.

**l. Plan Monitoring**

This plan is monitored daily for compliance by the COVID-19 site supervisor onsite during every shift.

**3. Checklist**

[OPTIONAL: A checklist, reflecting this business’ daily COVID-19 procedures in the Safe Work Plan, is printed for employee reference and the site supervisor to monitor daily.]

**Daily Checklist: COVID-19 Procedures for** **[business name]**

This daily checklist reflects current guidance and safety protocols for [industry] during Phase [Number] of Safe Start.

Date:

Site supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Educate employees and customers: Signs are posted
  + [Protect Yourself from COVID](https://www.kingcounty.gov/elected/executive/constantine/covid-response/safe-start/~/media/depts/health/communicable-diseases/documents/C19/COVID-Businesses-Reopening-Customer.ashx) (customer)
  + [Face Covering Exceptions](https://www.kingcounty.gov/elected/executive/constantine/covid-response/safe-start/~/media/depts/health/communicable-diseases/documents/C19/face-coverings-exemption.ashx) (customer and employees)
  + [Workplace Requirements](https://www.kingcounty.gov/elected/executive/constantine/covid-response/safe-start/~/media/depts/health/communicable-diseases/documents/C19/COVID-Businesses-Reopening-Staff.ashx) (employees)
  + [Families First Coronavirus Response Act, Employee Rights](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf) - available in language (employees)
* Screen employees for symptoms upon arrival
* PPE:
  + [Employees have and wear face coverings and appropriate PPE]
  + Customers wear face coverings
  + Disposable face coverings or masks are available
* Social distancing:
  + Employees and customers maintain social distancing of 6 feet
  + Social distancing is marked throughout the workplace
* Cleaning
  + [insert exact times and instructions for disinfecting surfaces and common areas]
* Hand washing:
  + Hand sanitizer is available at entry, common areas
  + Soap is stocked at all sinks
  + Handwashing signs are posted [locations]
* Occupancy: Monitor and maintain at [occupancy number] per current Safe Start phase requirements
* [Additional industry-specific procedures]

**4. Reporting Cases**

Public Health – Seattle & King County will be notified **within 24 hours** if **two or more confirmed or suspected cases among employees** in a 14-day period are reported in the workplace. This business is **not** required to report a single COVID-19 case among employees to Public Health – Seattle & King County.

The individual’s (or individuals’) who are sick will not be identified; confidentiality and privacy will be protected.

For more information, visit:

<https://kingcounty.gov/depts/health/covid-19/workplaces/report-cases.aspx>

**5. The Families First Coronavirus Response Act**

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

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

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

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

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

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

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

**Qualifying Reasons for Leave:**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

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

**Duration of Leave:**

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

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

**Calculation of Pay:**[3]

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

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

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

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

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

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

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