

The Twin Cities International Schools, **TCIS-Employee COVID-19 Response Policy (TCIS-ECRP)** will allow employees who meet the federal Families First Coronavirus Response Act (FFCRA) qualifying reasons, a work-from-home option with continued full pay. The TCIS-ECRP is in addition to the FFCRA options for employees and will follow the federal FFCRA eligibility guidelines. TCIS employees can still opt to use the FFCRA if they are unable to work. This accommodation can be applied through December 31, 2020 unless the Federal FFCRA is renewed or extended.

This policy provides that employees of TCIS are eligible for:

- *Two (2) weeks **paid, work from home accommodations**, at the employee's regular rate of pay where the employee is required to remain home 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 (2) weeks **paid, work from home accommodations** because the employee is unable to work in person 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 ten (10) weeks of **paid, work from home accommodations** when an employee, who has been *employed for at least 30 calendar days*, is unable to work in person because of a bona fide need 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.*

Notice: When a work from accommodation is foreseeable, an employee should provide notice to the employer as is practicable. TCIS requests a full one week notice to ensure adequate, in-building, supervision of students. *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 (FFCRA)*

Notice: According to the United States Department of Labor Q&A # 15:
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

If your employee requests leave to care for his or her child whose school or place of care is closed, or child care provider is unavailable, an employer must also document:

- 1. The name of the child being cared for;*
- 2. The name of the school, place of care, or child care provider that has closed or become unavailable; and*
- 3. A statement from the employee that no other suitable person is available to care for the child*

Qualifying Reasons for Leave:

Under the TCIS –ECRP, an employee qualifies for the paid, work from home accommodation, if the employee is unable to work in person, 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.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for two (2) weeks 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 twelve (12) weeks of leave 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.

Guidance Documents:

- Families First Coronavirus Response Act – US Dept. of Labor
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
- COVID-19 and the American Work Place – US Dept. of Labor
<https://www.dol.gov/agencies/whd/pandemic>
- MN Dept. of Health (MDH) 2020-21 Planning Guide for Schools: Health Considerations for Navigating COVID-19
<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>
- MN Dept. of Education (MDE) Safe Learning Plan 2020-21
<https://education.mn.gov/MDE/dse/health/covid19/>