

BI-STATE DEVELOPMENT HUMAN RESOURCES COVID-19 GUIDELINES FOR ALL EMPLOYEES

Effective: March 30, 2020

Disclaimer: Below are Bi-State Development's (BSD) current guidelines for attendance. The COVID-19 situation is changing rapidly. We will continue to monitor and make changes as this situation evolves to reflect the latest COVID-19 updates from the Centers for Disease Control, and the Missouri and Illinois Departments of Health. BSD is committed to and will comply with all applicable federal, state and local laws, regulations and guidelines as well as the terms and conditions of the collective bargaining agreement, and all BSD Policies and Procedures.

For questions related to the COVID-19 Guidelines, please call the Absence Management COVID-19 Hotline (314) 982-1400 extension 1336.

COVID-19 GUIDELINES

Effective immediately, BSD will be following the federally issued guidelines set forth under the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA).

The Agency will be flexible in administering the no fault attendance policy to encourage employees who are sick to stay at home if they have symptoms of acute respiratory illnesses or contact with someone who tests positive for COVID-19 . The Agency will excuse any absences for employees who are sick related to COVID-19. Employees must follow the BSD's normal call in / calling off procedures. See below for more details.

Emergency Paid Sick Leave Act (EPSLA)

BSD will provide up to eighty (80) hours of emergency paid sick time for full-time employees who are unable to work due to any of the reasons listed below. For part-time employees, the amount of emergency paid sick time will be prorated based on the number of hours, on average, the employee works over a two week period.

An employee who would otherwise qualify to use their emergency paid sick may choose, but cannot be required, to use other qualifying accrued leave prior to using their emergency paid sick leave.

A medical statement will be required to return to work if off from work three (3) days or more. During this time, the Agency will accept documentation from health care professionals, local clinics, and other providers including forms, stamps, or email certification.

Employees who are unable to work for the following four (4) reasons will be paid at their regular rate, not to exceed \$511.00 per day and not to exceed \$5,110 in the aggregate:

- (1) The employee is subject to BSD requirement to quarantine due to COVID-19;
- (2) The employee is subject to federal, state or local quarantine or isolation order due to COVID-19;
- (3) The employee is advised to self-quarantine by a healthcare provider due to concerns regarding COVID-19; and/or
- (4) The employee is exhibiting symptoms of COVID-19, and seeking a medical diagnosis.

Employees who are unable to work for the following three (3) reasons will be paid at two-thirds (2/3) of their regular rate, not to exceed \$200.00 per day and not to exceed \$2,000 in the aggregate:

- (1) The employee is caring for an “individual” who is subject to federal, state or local quarantine or isolation order due to COVID-19 or is advised to self-quarantine by a healthcare provider due to concerns regarding COVID-19;
- (2) The employee is caring for a child whose school or place of care is closed or whose childcare provider is unavailable due to COVID-19 precautions; and/or
- (3) 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.”

Any unused emergency sick leave expires on December 31, 2020 and will not be paid out or carried over.

If an employee believes he or she needs such paid sick leave, please contact the Absence Management Hotline 314-982-1400 ext. 1336.

The Emergency Family and Medical Leave Expansion Act (EFMLEA)

An employee is eligible for Public Health Emergency Leave (PHEL) if they:

- 1) Have worked for BSD for at least 30 calendar days;
- 2) Need to care for a child under 18 whose school or place of care has closed or whose childcare provider is unavailable due to a public health emergency; and,
- 3) The employee is “unable to work (or telework)” as a result of the need to care for the child.

The first ten (10) days of PHEL leave are unpaid, however, the employee may elect to substitute any accrued vacation, sick, PTO/PPL, etc. to make these first ten (10) days of PHEL paid.

Should a PHEL need to continue beyond ten (10) days, qualifying employees will be paid at a rate of two-thirds (2/3) of their normal rate of pay, for their normally-scheduled hours. Regardless of the employee's rate of pay, the maximum daily benefit is \$200.00 per day, subject to the federally mandated cap of \$10,000 in the aggregate.

An employee who has taken PHEL has the right to be restored to the same job or an "equivalent position" at the end of their PHEL leave, subject to the terms, limitations, and exceptions provided by law.

No Discrimination or Retaliation

The Agency will not discriminate or retaliate against an employee who takes this emergency paid sick leave or has filed any complaint, instituted or caused to be instituted any proceeding under the Families First Coronavirus Response Act, Emergency Family Medical Leave Act provisions, or the Emergency Paid Sick Leave Act provisions.