

# 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;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  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:

- |   |   |
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| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>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</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
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### ▶ 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.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)





# VIRUS PREVENTION WASH YOUR HANDS

The CDC maintains proper handwashing is the best defense against **COVID-19** and other viruses. Use the following handwashing technique to help protect yourself, your team, and your shoppers.

**1.**

Wet your hands with clean, running water and apply soap.

**2.**

Lather soap on the backs of your hands, between your fingers, and under your nails.

**3.**

Scrub your hands for at least 20 seconds—the time it takes to sing the “Happy Birthday” song twice!

**4.**

Rinse hands well under clean, running water and dry them using a clean towel or let them air dry.

**5.**

Use the paper towel to turn off the faucet and open the door on your way out.



Visit  **ALERT.COM**

*For the latest insights and resources on virus prevention and business management*

# VIRUS

## PREVENTION

*Protect yourself, your fellow employees, and your shoppers with these small steps to prevent the spread of COVID-19 and other viruses.*



**Wash your hands often with soap and water**



**Avoid touching your eyes, nose, and mouth with unwashed hands**



**Avoid close contact with people who are sick**



**Stay home when you are sick**



**Cover your cough or sneeze with a tissue and dispose of tissue in trash**



**Clean and disinfect frequently touched objects & surfaces**

Visit **IGA ALERT.COM**

*For the latest insights and resources on virus prevention and business management*

# YOUR WELL-BEING IS OUR TOP *Priority.*

## Let us know if you:

- Are not feeling well, physically or emotionally
- Are having issues caring for your family
- Are concerned about your safety
- Just need to talk

Now more than ever, it's our job to take care of you, just as you take care of our customers. We're here for you—reach out anytime.



*Thank you for all you're doing  
to serve our community.*

# There's never been a better time for our Hometown Proud service to shine.

Show you appreciate our shoppers choosing their local IGA by doing what we have always done best:



## Provide a helping hand

- "Are you finding everything you need?"
- "Can I help you find a substitute product?"



## Help them feel more confident about feeding their family during the pandemic

- "Did you know eggs are easy to cook and a good source of protein?"
- "Did you know that nuts and seeds contain antioxidants that lower stress?"
- "If you're stocking up, frozen fruits and vegetables are a great choice since they're just as good for you frozen as they are fresh."
- "Have you checked out IGA.com for some meal ideas using pantry staples?"

## Let them know how much we appreciate them choosing our store

- "Thank you for coming in today. We appreciate you and your business more than ever!"
- "We know you can choose any store at this time and appreciate you supporting your local Hometown Proud store."

## Help them feel safe

- "Here, let me wipe that down for you. We're taking every precaution to keep the store safe for you."
- "Did you see that IGA.com has tips for shopping safely?"