



To: Friendship Staff

From: Shakira Hemphill, Director of Talent

Date: March 31, 2020

RE: FPCS FAQs about COVID-19 Related Leave

What is the Families First Coronavirus Response Act (FFCRA)?

- On March 18, 2020, President Trump signed into law the Families First Coronavirus Response Act, which aims to provide initial relief to American workers of certain covered employers in the wake of the coronavirus pandemic. This new law requires covered employers to offer emergency paid leave in the form of a new mandatory paid sick leave benefit and expanded paid leave under the FMLA.

What does the Act mean for FPCS employees?

- The Act applies to FPCS employees unable to work or perform their work-related duties remotely, pursuant to the Spring Break & Remote Work Memorandum circulated to employees on March 16, 2020 by Shakira Hemphill, Director of Talent.
- The Act provides employees with paid leave or expanded family and medical leave for specified reasons related to COVID-19.

How long is the Act in effect?

- The Act will be in effect from April 1, 2020 to December 31, 2020.

Am I entitled to the leave provided by the Act?

- You may be entitled to leave if you are unable to perform your current work or remote work duties and meet the criteria set forth below.

What are qualifying reasons for leave?

- You may be entitled to leave if you are unable to work (or unable to perform your work-related duties remotely) because you are:
 1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. Have been advised by a health care provider to self-quarantine related to COVID-19;
 3. You are experiencing COVID-19 symptoms and are seeking a medical diagnosis;
 4. You are caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 5. You are 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. You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

How do I request leave in accordance with the Act?

- Where leave is foreseeable, you should provide notice of leave to your supervisor as practicable. After the first work day of paid sick time, FPCS may require you to follow reasonable notice procedures, in accordance with FPCS Employee Handbook, in order to continue receiving paid sick time.



Where can I find additional information about the Act?

- Families First Coronavirus Response Act: Employee Paid Leave Rights:
 - <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
- Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act (FFCRA) provided by the Department of Labor:
 - https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_No_n-Federal.pdf

Where can I find additional information about COVID-19 based on where I reside?

- District of Columbia: <https://coronavirus.dc.gov>
- Maryland: <https://coronavirus.maryland.gov>
- Virginia: <https://www.virginia.gov/coronavirus-updates/>

If I am diagnosed with coronavirus, what must I do?

- If you are diagnosed with coronavirus, we hope that you take care of yourself and wish you a very speedy recovery!
- If you believe that you were on any Friendship premises while contagious, please contact your building principal if at a campus immediately. If assigned to Community Office, please contact Shakira Hemphill, Director of Talent, shemphill@friendshipschools.org or 202.355.2739 to let us know where so that we can take immediate remedial action.
- If you have been in close physical contact with any Friendship employee while contagious, please let us know who when we speak with you, so that we can inform that individual.
- We will not disclose your name but due to the public health crisis, we must inform the other individual so that he or she can be tested.