



isolved™

COVID Toolkit



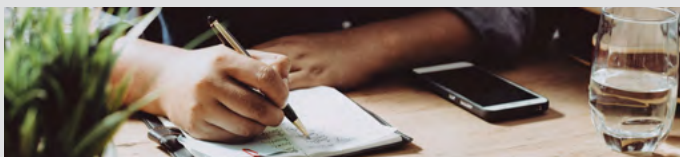
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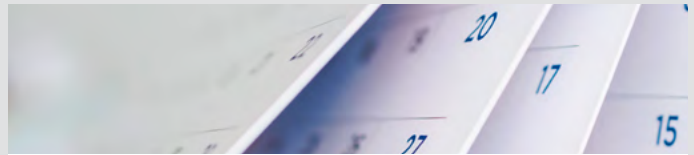
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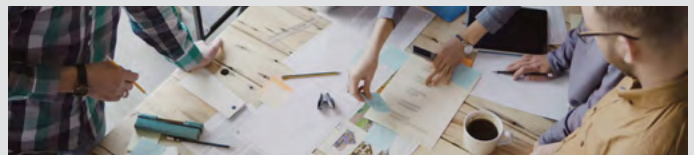
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Return to Work

Q&A

1. Can employees refuse a recall to work and still collect unemployment?

Generally not. An employee, who was furloughed or temporarily laid off due to the coronavirus, must accept if they are returning to the same or similar job arrangement they had prior to the furlough. If the job or schedule is significantly changed, the employee may still be eligible to collect unemployment benefits. A request that a furloughed employee return to his or her job very likely constitutes an offer of suitable employment that the employee must accept. Employers should be proactive in communicating the additional safety precautions the company is implementing.

We recommend advance and consistent communication with employees prior to their anticipated return-to-work date. Ideally, employers should begin reaching out to employees fourteen (14) days in advance. We invite you to utilize our [Return to Work Letter](#) and our [Return to Work Calendar](#), found within this toolkit.

2. Can companies still utilize the FFCRA tax credit if they've received PPP funds?

Yes, with a few clarifications. The Social Security tax exempt Emergency Paid Family Leave and Emergency Sick Leave earnings must be paid independent of PPP funding. Employees with a qualifying event should utilize normal payroll funds if wanting to take advantage of the SS-tax credit. The "Cares Paycheck Protection Program Report" involved will help employers identify which payroll funds were used, and how total amount used, for the PPP loan. We recommend retaining this report with your payroll information, in case of an audit, in accordance with the IRS four (4) year retention guidelines.

Our People Services team has [forms for employees requesting Emergency Paid Sick or Emergency Paid Family Leave](#) also available for reference.

3. Can an employee testing positive for coronavirus be considered a Work Comp and/or OSHA recordable event?

It depends. We would recommend handling each situation on a case-by-case basis and working directly with your insurance provider, as it depends on state guidance. Workers compensation laws cover "occupational disease" that arise during the course of employment, but many states provisions exclude "ordinary disease of life" (i.e. a cold or the flu).

COVID-19 is an OSHA recordable illness if all three of the following criteria are met:

- The illness is confirmed to be COVID-19
- The illness is [work-related](#) as defined by OSHA provisions
- One or more [general recording criteria](#) are met under OSHA "recordable incident" guidelines

Our People Services team encourages employers to implement additional safeguards in the workplace to better ensure employees' ongoing safety.

4. Can we request employees sign a waiver of liability when they return to work?

No. We advise against the use of liability waivers. They would have no protection to an employer should an employee make a claim upon their return to work. Instead, employers should ensure to implement the correct policy and safety provisions to better mitigate the contraction or spread of the virus. Employers may require employees to sign for receipt of safety procedures/practices.



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5. What if employees refuse to follow the new safety measures we put in place?

- Employers should be sure to have a written safety policy procedure, distributed to and signed by every employee.
- Employers should begin a progressive corrective action process for any employee who violates these policies and/or procedures.
- A culture of safety and cleanliness must now be an integral part of every business.

6. What steps should I take as I prepare to reopen?

Employers should consider 9 important factors as they prepare to reopen.

1. Workplace safety
2. Employee recall procedures
3. Employee benefits continuation
4. Compensation factors
5. Telecommuting continuation
6. Ongoing and clear related communication
7. New hire paperwork process
8. Policy development and provisions
9. Business continuity plan

7. Can we allow some employees to continue to work from home but not others?

Probably. As part of your analysis when deciding to reopen, you should weigh your options for the continuation of telecommuting. While you can allow certain employees to work from home, you want to ensure there's a logical business reason free of discrimination and/or retaliation. Alternatively, you could implement a rotating schedule to give all staff the opportunity to take advantage of the remote option. While there may be a reduction in office overhead, employers must consider if their culture, staff productivity, and company policy compliance will be negatively impacted.

Review your current handbook policy and consider implementing a telecommuting policy.



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FFCRA

Business Tax Credits (Client)

Overview

The FFCRA Business Tax Credit functionality is available. This FFCRA credit will calculate based on the total of the following:

- All wages paid under COVID-19 Sick earning type
- All wages paid under COVID-19 FMLA earning type
- All memo calculations under Qualified Health Plan Expense Sick
- All memo calculations under Qualified Health Plan Expense FMLA
- Employer Medicare on the wages above

The System will automatically accumulate will these totals along with the employer Medicare on these designated earning types.

Form 7200 Advanced Payment of Employer Credits Due to COVID-19

If you plan on taking the Advanced payment credit on Form 7200, it is **imperative you contact your customer service representative prior to processing your payroll.**

The system will automatically apply any credits to any outstanding credits (if any) and give you the figures on the Business Credits screen for completing this form.

Credit Calculation and Application

The credit amount is calculated upon payroll processing. The credit includes any COVID-19 designated earning types, any COVID-19 memo codes and an additional credit for employer Medicare based on the designated Covid-19 earning type wages.

Here is how the credit is applied:

1. The FFCRA credit will apply after the federal Small Business Research Credit, if applicable.
2. FFCRA credits will always apply to the current Federal Tax Liability
3. Per legislation, any remaining balance at quarter end is to be treated as an overpayment and refunded.

***Guidance on Federal filing forms is still pending.



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Business Tax Credits

After a payroll processes, you can see the applicable credit under Client Management > Taxes > Business Credits. A credit will be separate based on the earning type reported. Here is a credit for COVID-19 Sick earning type along with Qualified Health Plan Expense Sick.

Credit Details	Other Details
* Credit Type: FFCR Act - SickPay	Qualified Employee Sick Payments: 1950.00
* Total Credit Amount: 1978.28	Employer Medicare Credit on Payments: 28.28
Credit Previously Utilized: 0	Qualified Employer Health Plan Expenses: 0
Remaining Balance: 210.43	Request of Advance payment of Employer Credit: 0
Requested Advance Payment	
Date Entered: 4/21/2020	* Filing Type: Form 941
Notes:	* Pay Date: 6/25/2020

Here is a credit for COVID-19 FMLA earning type along with Qualified Health Plan FMLA.

Credit Details	Other Details
* Credit Type: FFCR Act - FMLA	Qualified Family Leave Payments: 1900.95
* Total Credit Amount: 2128.51	Employer Medicare Credit on Payments: 27.56
Credit Previously Utilized: 0	Qualified Employer Health Plan Expenses: 200.00
Remaining Balance: 2128.51	Request of Advance payment of Employer Credit: 0
Requested Advance Payment	
Date Entered: 4/21/2020	* Filing Type: Form 941
Notes:	* Pay Date: 6/25/2020

The fields available on the **Business Credits** screen for the FFCRA credit are:

- **Credit Type:** FFCR Act -Sick Pay and/or FFCR Act – FMLA
- **Total Credit Amount:** Calculated as a result of the FMLA/Sick pay accumulator, employer Medicare credit and Qualified Health plan sick of FMLA memo accumulators.
- **Credit Previously Utilized:** Used to record amounts of Advance payment requests. Reduces the remaining balance. The amount of advance refund is requested on IRS Form 7200.
- **Remaining Balance:** Calculated as a result of Total Credit less Credit Previously Utilized. This balance will decrement based on advance payments and credit transactions applied to future liabilities. See transaction history for details.
- **Request Advance Payments:** This button can be selected at any time to indicate that the employer has requested the remaining balance on Form 7200.

Credit Details	Other Details
* Credit Type: FFCR Act - FMLA	Qualified Family Leave Payments: 1900.95
* Total Credit Amount: 2128.51	Employer Medicare Credit on Payments: 27.56
Credit Previously Utilized: 0	Qualified Employer Health Plan Expenses: 200.00
Remaining Balance: 2128.51	Request of Advance payment of Employer Credit: 0.00
Requested Advance Payment	
Date Entered: 4/21/2020	* Filing Type: Form 941
Notes:	* Pay Date: 6/25/2020

- When **Request Advance Payment** is selected, it will automatically populate the **Credit Previously Utilized** and the **Request of Advance Payment of Employer Credit** with the full amount of the credit available. This credit will no longer be available for future payroll processing credits.

- Once selected, the screen changes to **Revert Advance Payment**. This can be used to take it back to the original if the requested advance payment was selected in error.

- Date Entered:** System date based on the date the credit was saved; or payroll processed.
- Notes:** Optional up to 75 characters
- Qualified Family Leave Payment:** Based on pay items processed in payroll run. Also, included in the calculation of Total Credit Amount and Remaining Balance.
- Employer Medicare Credit on Payment:** Calculated field based on COVID-19 earning types multiplied by 1.45%. Also, included in the calculation of Total Credit Amount and Remaining Balance.
- Qualified Employer Health Care Expense:** Based on memo item for Qualified Health Plan Expenses Sick/FMLA as per the payroll run. Also, included in the calculation of Total Credit Amount and Remaining Balance.
- Request of Advance Payment of Employer Credit:** Used to record amounts of Advance payment requests. Reduces the remaining balance. The amount of advance refund is requested on IRS Form 7200.

Note: A report can be run for all Business Credits and Transaction History using the **Export (CSV)** feature on the left-hand side of the blue action bar on each tab.

Payroll Process

All earning types reported under the COVID-19 Sick or FMLA pay types will be available on your Payroll Register Company Total Page.

- Here is example when the Advance Payment of COVID-19 Credits is left blank.

Company Total													
Employees Paid:	9	Voids/Manuals Included:	None	Total Net Pay:	2,871.06	Total Check Amount:	2,871.06	Active:	9				
Live Checks:	9	Check Numbers:	10047 - 10055	Live Check Net Pay:	2,871.06	Live Check Amount:	2,871.06	Inactive:	0				
Vouchers:	0	Direct Deposit Vouchers:	None	Direct Deposits:	0	Total Direct Deposit:	0.00	Terminated:	4				
Earnings	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Deductions	Current	YTD	Taxes	Wage	Tax	YTD Wage	YTD Tax
Regular		131.50	1,467.00	1,502.83	17,202.60				SOC SEC EE	3,409.95	211.43	20,299.15	1,258.55
Overtime - Ben	0.00	0.00	0.00	62.23	1,153.60				MED EE	3,409.95	49.45	20,299.15	294.34
COVID-19 Sick	60.00	746.00	746.00	60.00	746.00				FEDERAL WH	3,409.95	135.14	20,299.15	970.06
COVID-19 Family	100.00	699.37	699.37	100.00	699.37				NEW YORK WH	3,409.95	73.76	20,299.15	535.93
COVID-19 FMLA	60.00	497.58	497.58	60.00	497.58				NEW YORK SDE EE	3,409.95	5.40	20,299.15	27.00
Qualified FMLA*	0.00	50.00	0.00	0.00	50.00				NEW YORK PPL	3,409.95	9.21	20,299.15	54.86
Qualified Sick*	0.00	225.00	0.00	0.00	225.00				NEW YORK	3,409.95	54.50	20,299.15	389.30
Totals		351.50	3,409.95	1,785.06	20,299.15	Totals	0.00	0.00	Totals	3,409.95	538.89	20,299.15	3,530.64

Based on the screen print above, the total FFCRA credit for this payroll is calculated:

- \$699.37 COVID-19 Family + \$746.00 COVID-19 Sick + \$497.58 COVID-19 FMLA = \$1942.95
- Employer Medicare - \$1942.95 X 1.45% = \$28.17
- \$50.00 Qualified Health Plan FMLA + \$225.00 Qualified Health Plan Sick = \$275.00
- Total Credit = \$2246.12

The total Federal liability this payroll is computed:

Business Credits		
◆ Credit Type	◆ Amount	◆ Balance
FFCR Act - SickPay	1691.33	1006.10
FFCR Act - FMLA	554.79	554.79

- Employee Federal taxes - \$211.43 + \$49.45 + \$135.14 = \$396.02
- Employer Medicare taxes - \$3409.95 X 1.45% = \$49.45
- Employer Social Security taxes - \$3409.95 - \$1942.95 SS Exempt = \$1467.00 X 6.2% = \$90.96
- Tax Adjustment = \$536.43

Federal Deposits	CURRENT		
	Wages	Taxes	Wages
FEDERAL WH	3,409.95	135.14	16,189.15
MED EE (1.450000%)	3,409.95	49.45	16,189.15
MED ER (1.450000%)	3,409.95	49.45	16,189.15
SOC SEC EE (6.200000%)	3,409.95	211.43	16,189.15
SOC SEC ER (6.200000%)	1,467.00	90.96	14,246.20
Total Federal Deposits		536.43	

Here is the result on the Business Credit screen for the FFCR Act-Sick Pay:

Detail	Transaction History	Payroll Run#	Payroll Date
Amount Processed		7	04/23/2020
536.43			

Here is the result on the Business Credit screen for the FFCR Act-FMLA. No transaction history.

Credit Details

* Credit Type: FFCR Act - FMLA

* Total Credit Amount: 554.79

Credit Previously Utilized: 554.79

Revert Advance Payment

Remaining Balance: 0

Date Entered: 4/9/2020

Notes:

Other Details

Qualified Family Leave Payments: 497.58

Employer Medicare Credit on Payments: 7.21

Qualified Employer Health Plan Expenses: 50.00

Request of Advance payment of Employer Credit: 554.79

* Filing Type: Form 941

* Pay Date: 4/23/2020

The remaining Business Credit for FFCR Act FMLA/Sick is \$1709.69

- Here is example when the Advance Payment of COVID-19 Credits is marked with a Y. Your customer service representative will add this indicator once you advised them you will be applying for the Advance Payment on Form 7200.

Company Total													
Employees Paid:	5	Voids/Manuals Included:		None	Total Net Pay:		996.80	Total Check Amount:		996.80	Actives:		9
Live Checks:	5	Check Numbers:		10056 - 10060	Live Check Net Pay:		996.80	Live Check Amount:		996.80	Inactives:		0
Vouchers:	0	Direct Deposit Vouchers:		None	Direct Deposits:		0	Total Direct Deposit:		0.00	Terminated:		4
Earnings:	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Debit/Total	Current	YTD	Taxes	Wage	Tax	YTD Wage	YTD Tax
Regular	30.00	304.50	1,532.83	17,507.10					SOC SEC EE	1,139.58	70.65	21,438.73	1,329.20
Overtime - Ben	0.00	0.00	62.23	1,152.60					MED EE	1,139.58	16.52	21,438.73	110.86
COVID-19 Sick	0.00	0.00	60.00	746.00					FEDERAL WH	1,139.58	26.22	21,438.73	996.28
COVID-19 Family	0.00	0.00	100.00	699.37					NEW YORK WH	1,139.58	12.95	21,438.73	548.88
COVID-19 FMLA	120.00	835.08	180.00	1,322.66					NEW YORK SICK PP	1,139.58	2.91	21,438.73	29.91
Qualified FMLA*	0.00	150.00	0.00	200.00					NEW YORK PPL	1,139.58	3.07	21,438.73	57.93
Qualified Sick*	0.00	0.00	0.00	225.00					NEW YORK	1,139.58	10.46	21,438.73	399.76
Totals:	150.00	1,139.58	1,935.06	21,438.73	Totals:	0.00	0.00	Totals:	142.70			3,672.82	

Based on the screen print above, the total FFCRA credit for this payroll is calculated:

- \$835.08 COVID-19 FMLA = \$835.08
- Employer Medicare - \$835.08 X 1.45% = \$12.11
- \$150.00 Qualified Health Plan FMLA = \$150.00
- Total Credit = \$997.19

Business Credits		
Credit Type	Amount	Balance
FFCR Act - SickPay	1691.33	1006.10
FFCR Act - FMLA	554.79	554.79
FFCR Act - FMLA	997.19	0.00



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The total Federal liability this payroll is computed:

- Employee Federal taxes - \$70.65 + \$16.52 + \$26.22 = \$113.39
- Employer Medicare taxes - \$1139.58 X 1.45% = \$16.52
- Employer Social Security taxes - \$1139.58 - \$835.08 SS Exempt = \$304.50 X 6.2% = \$18.89
- Tax Adjustment = \$148.80

The tax adjustment will apply to any previous FFCRA Act Business Credits and any Remaining Balances will be available for any future credits. See below:

Detail	Transaction History		
* Amount Processed		* Payroll Run#	* Payroll Date
536.43		7	04/23/2020
148.80		8	04/30/2020

The Remaining Balance will track the credits applied.

Credit Details

* Credit Type: FFCR Act - SickPay

* Total Credit Amount: 1691.33

Credit Previously Utilized: 0

Remaining Balance: 510.07

Requested Advance Payment

Date Entered: 4/9/2020

Notes:

However, since the new Payroll run had selected Advance Payment of COVID-19 Credits, the Business Credits will be marked accordingly with the amount not applied in the Request of Advance payment of Employer Credits and Credit Previously Used. The Form 7200 will need to be processed manually with the information below.

Credit Details

* Credit Type: FFCR Act - FMLA

* Total Credit Amount: 997.19

Credit Previously Utilized: 997.19

Remaining balance: 0

Date Entered: 4/9/2020

Notes:

Other Details

Qualified Family Leave Payments: 835.08

Employer Medicare Credit on Payments: 12.11

Qualified Employer Health Plan Expenses: 150.00

Request of Advance payment of Employer Credit: 997.19

* Filing Type: Form 941

* Pay Date: 4/30/2020

Revert Advance Payment



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Reporting

We have added a report titled "FFCR Act Business Credits." This report lists credits calculated, as well as the pay period of when the credit was taken during the date range selected.

Navigate to Reporting > Client Reports. In the search field, key "FFCR." The new report is titled "FFCR Act Business Credits." Click on the report name. On the right side of the screen:

- **Enter From Date/To Date:** The range of dates you want to view the credits.
- **Legal Company:** If left blank, the report will generate for all legal companies. Select one legal company to filter per legal company.
- **Options:** This report is "Excel" only.
- Click on **Generate Report**.
- Click "Go to My Reports Queue."
- Click on **View Report**.

The report will include the following details:

Company Code	Company Name	Credit Type	Total Credit Amount	Qualified Amount	Employer Medicare Credit on Payments	Qualified Health Plan Expense	Filing Type	Notes	Entry Date	Entered Payroll Run #	Entered Pay Date	Processed Payroll Run #
2005	Joan's New Company Inc	FFCR Act - FMLA	554.75	437.59	7.21	50.00	Form 941		4/9/2020	7	4/23/2020	
2005	Joan's New Company Inc	FFCR Act - FMLA	1977.19	1525.00	12.11	350.00	Form 941		4/9/2020	8	4/30/2020	
2005	Joan's New Company Inc	FFCR Act - FMLA	1014.50	1000.00	14.50	0.00	Form 941		4/10/2020			
2005	Joan's New Company Inc	FFCR Act - FMLA	549.45	541.60	7.85	0.00	Form 941		4/15/2020	9	5/12/2020	
2005	Joan's New Company Inc	FFCR Act - SickPay	1491.33	1445.37	20.96	225.00	Form 941		4/19/2020	7	4/23/2020	7
2005	Joan's New Company Inc	FFCR Act - SickPay	1491.33	1445.37	20.96	225.00	Form 941		4/19/2020	7	4/23/2020	8
2005	Joan's New Company Inc	FFCR Act - SickPay	1491.33	1445.37	20.96	225.00	Form 941		4/19/2020	7	4/23/2020	9
2005	Joan's New Company Inc	FFCR Act - SickPay	426.25	420.17	6.09	0.00	Form 941		4/15/2020	9	5/12/2020	



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isolved Checklist

Effectively Preparing to Bring Your Employee Back to Work

Inactivate/Rehire Employees

- Best-practice recommendation: furloughed employees who were given a tentative return- to-work date should be inactivated (Employee Management > Employee Maintenance > General)
- Employees who were laid off for greater than 30 days or indefinitely should be terminated in isolated and rehired if brought back to work (Employee Management > Employee Maintenance > General or isolated Onboarding)

Review Employment Categories

- Ensure employment categories match what was communicated to employee in Recall to Work letter (Employee Management > Employee Maintenance > Employment)

Review Arrears Balances

- Missed insurance premiums may be collected by organizations if benefits coverage was continued for furloughed employees (Employee Management > Employee Pay > Deductions).
- Repayment plans should be discussed in advance and consented by the employee voluntarily in writing. All repayment processes should be in accordance with state/federal FLSA guidelines.

Insurance Life Events

- COVID-19 was a qualifying event, under some plans, for an employee to drop health insurance. Rehiring, an employment category change, or a reinstatement of pay levels can all impact an employee's eligibility for insurance. If applicable, staff should go through Life Event Benefit Enrollment for insurance enrollment upon their recall to work.
- Life Event Set-Up: Client Management > Benefits > Benefit (Open) Enrollment Setup > Life Events
- Employee Enrollment: Employee Self-Service > Benefit (Open) Enrollment

Employee Pay

- Employers should review an employee's salary screen to ensure it matches the recall letter and/or to reinstate an employee's previous rate of pay if temporary reductions or adjustments were implemented. (Employee Management > Employee Pay > Salary)

Availability of and client access to mentioned modules is contingent upon client's previously purchased functionality. Please reach out to your customer support representative if interested in upgrade opportunities.



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Reinstate Garnishments

- Reinstate any garnishments that were previously inactivated under any state orders due to the pandemic (Employee Management > Employee Pay > Garnishments)

Emergency Contacts

- Emergency contacts should be reviewed and up to date in case of virus exposure or symptoms while on-the-job (Employee Management > Human Resources > Employee Contacts)

Company Equipment

- Any company provided equipment provided remote employees should be tracked in case of termination (Employee Management > Human Resources > Company Assets)
- We recommend a policy and separate acknowledgement be completed by the employee in conjunction with the equipment assign out.

Employee Documents

- Employers must implement additional safety measures to effectively prepare for employees' return. Certain recommended documents that must be retained are considered personal health information and must be saved in a separate, secure folder outside of the personnel file. Employers can consider the use of the Confidential PHI tab of the Employee Documents screen and restrict employee and manager access. (Employee Management > Human Resources > Employee Documents)
 - Daily temperature checks (as outlined by the EEOC and CDC)
 - Self-health assessments
 - FFCRA leave request forms
- The Personnel tab of Employee Documents can be used to retain an employee's response to a company's work recall letter.

OSHA Recordables

- In certain situations, a positive coronavirus test can result in a recordable OSHA incident. Clients should track this for proper annual reporting. (Employee Management > Human Resources > OSHA Incidents)

Employee Surveys

- Ongoing and open feedback, from a secure source, is crucial in these uncertain times. isolved Share & Perform has survey functionality, with anonymity options.

Mass Email Notification

- Employers using a "phased approach" for returning employees can send out updates regarding new guidelines as they begin to enter the workplace (Client Management > Mass Email Utility)

Availability of and client access to mentioned modules is contingent upon client's previously purchased functionality. Please reach out to your customer support representative if interested in upgrade opportunities.



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Employee Acknowledgements

- Company handbooks and stand-alone policies are constantly changing during these unprecedented times. Employee understanding and acknowledgement of the changes is critical. Employers can capture electronic acknowledgement of policy changes via isolved
 - Setup: Client Management > Human Resources > Employee Messages
 - Employee Access: Employee Self-Service > Employee Messages

FFCRA Leave Banks

- The Families First Coronavirus Response Act (FFCRA) provides paid emergency sick or family leave to eligible employees through September 30, 2021. Employers should track employees' amount of leave available and used for accurate administration of the federal law.

Scheduling

- Employees returning to work may still be faced with fluctuating or reduced schedules. Employers can take advantage of isolved Time's advanced scheduling feature to more effectively communicate changes to staff.

Availability of and client access to mentioned modules is contingent upon client's previously purchased functionality. Please reach out to your customer support representative if interested in upgrade opportunities.



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Emergency

Paid Sick Leave

Employee Name

Phone Number

Address

Email Address

Title

Supervisor

Leave Begin Date

Leave End Date

I am unable to work (or telework) for the following reason:

I am subject to a federal, state or local quarantine or isolation order related to COVID-19.

- Name of government entity that issued the quarantine or isolation order:

I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

- Name of healthcare provider making quarantine recommendation:

I am caring for an individual who is subject to self-quarantine by a federal, state, or local order or was advised by a health care provider to self-quarantine due to concerns related to COVID-19.

- Name of person I am caring for and relationship:
- Name of government entity that issued the quarantine or isolation order:

OR

- Name of advising healthcare provider:

I am caring for my child (under the age of 14) because their school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19. I certify that no other suitable person is available to care for the child(ren) during the period of requested leave. If child is over 14, I further certify that there are special circumstances that require me to provide care for them.

- Name and age of child(ren):
- Name of school or place of care that has closed or is unavailable:

I am experiencing other substantially similar conditions specified by the Secretary of Health and Human Services.

I attest that the information I have provided above, and documentation provided is complete and accurate. I understand that falsification of any information given may lead to disciplinary action up to and including termination.

Authorized Signature*

Date



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Paid Expanded Family and Medical Leave

Employee Name

Phone Number

Address

Email Address

Title

Supervisor

Leave Begin Date

Leave End Date

I am unable to work (or telework) for the following reason:

I am caring for my child (under the age of 14) because their school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19. I certify that no other suitable person is available to care for the child(ren) during the period of requested leave. If child is over 14, I further certify that there are special circumstances that require me to provide care for them.

- Name and age of child(ren):

- Name of school or place of care that has closed or is unavailable:

I attest that the information I have provided above, and documentation provided is complete and accurate. I understand that falsification of any information given may lead to disciplinary action up to and including termination.

Authorized Signature*

Date



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(518) 373-4111 | GTM.com/business



Temporary

Employee Personal Travel Policy

With the summer coming, we recognize that people may want to travel for vacation. With COVID-19 still being an issue, in the coming months we need to ensure the safety of co-workers and patients. You will still be able to use your vacation and personal days. However, if you choose to travel out of state or to areas that are identified COVID-19 "hot spots", within the state, you have two options for returning to work:

- Self-isolate for 14 days. You can use available vacation/personal time or may take time off unpaid.
- Choose to be tested for COVID-19 and return upon verification of negative results. Testing will be at employee's expense. During test result waiting period, you can use available vacation/personal time or may take time off unpaid.

Failure to comply with these expectations may result in corrective action, up to and including termination.

I have received a copy of this policy:

Employee Name (Print)

Employee Signature

Date



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COVID-19

Return to Work Best Practice Calendar

Prior to Return Date

14 Days

- Notify employees the business will be opening back up and/or moving to coming onsite.
- Send all new policies and/or updated policies to employees in the business opening notification (even if already sent separately).
- Notify each employee of their return status (Ex: Returning from furlough, not returning, etc.).
- Create cleaning measures for worksite.

7 Days

- Confirm which employees will be returning to work.
- Notify state unemployment agency if employees are choosing not to return.
- Ensure any new policies are finalized and implemented.
- Confirm business perspective on employee relations topics.
 - Employees concerned about health and safety.
 - “At-risk” employees.
 - FMLA and ADA accommodation process
- Confirm cleaning measures.

1 Days

- Notification sent to all employees of first day reminders (Social distancing, cleaning protocols, new policies, etc.).

After Return to Work

7 Days

- Confirm cleaning measures are working properly.
- Follow-up with employees about new policies and first week back questions.

30 Days

- Adjust cleaning measures if needed (less stringent).

Outgoing

- Follow-up with employees currently on company, state, and/or federal leave.
- Audit FFCRA leave pay and documentation.
- Revise and update remote work policy.
- Audit business relief measures taken during the pandemic. (PPP loan, SS tax credit, Employee Retention Credit, etc.)

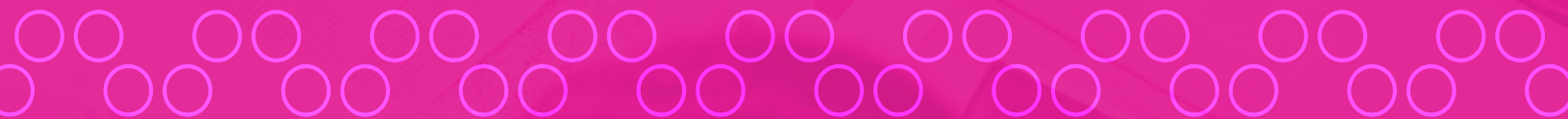


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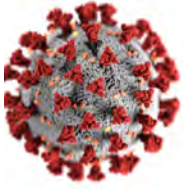




Posters



What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Know your risk for severe illness

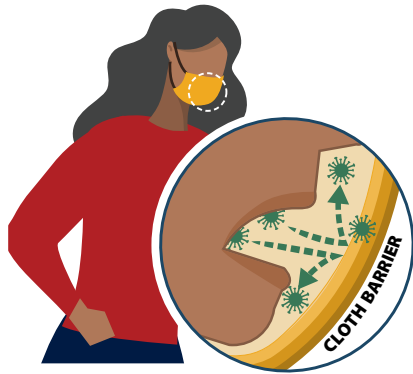
- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

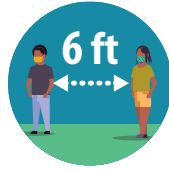
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

What You Can do if You are at Higher Risk of Severe Illness from COVID-19

Are You at Higher Risk for Severe Illness?



Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

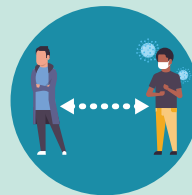
Here's What You Can do to Help Protect Yourself



Stay home if possible.



Wash your hands often.



Avoid close contact (6 feet, which is about two arm lengths) with people who are sick.



Clean and disinfect frequently touched surfaces.



Cover your mouth and nose with a cloth face cover when around others.



Cover coughs and sneezes.

Call your healthcare professional if you are sick.

For more information on steps you can take to protect yourself, see CDC's [How to Protect Yourself](#)



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



**CLEAN
HANDS KEEP
YOU HEALTHY.**

**Wash your hands with soap
and water for at least**

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing





**LAS MANOS
LIMPIAS LO
MANTIENEN SANO.**

**Lávese las manos con agua
y jabón por al menos**

20 SEGUNDOS.

LA VIDA ES MEJOR CON LAS

**MANOS
LIMPIAS**



www.cdc.gov/lavadodemanos



Este material fue elaborado por los CDC. La campaña "La Vida es Mejor con las Manos Limpias" es posible gracias a una asociación entre la Fundación de los CDC, GOJO y Staples. Los CDC y el HHS no respaldan productos, servicios ni empresas comerciales.

CDC PROTECTS AND PREPARES COMMUNITIES

CDC is aggressively responding to the global outbreak of COVID-19 and community spread in the U.S.

Travel

- Conducts outreach to travelers
- Issues travel notices



Laboratory and diagnostics

- Develops diagnostic tests
- Confirms all positive test results submitted by states



Schools

- Provides guidance for schools including school closures and online education options



Businesses

- Provides business guidance including recommendations for sick leave policies and continuity of operations

Community members

- Shares information on symptoms and prevention
- Provides information on home care
- Encourages social distancing

Healthcare professionals

- Develops guidance for healthcare professionals
- Conducts clinical outreach and education



Health departments

- Assesses state and local readiness to implement community mitigation measures
- Links public health agencies and healthcare systems



Healthcare systems

- Develops preparedness checklists for health systems
- Provides guidance for PPE supply planning, healthcare system screening, and infection control
- Leverages existing telehealth tools to redirect persons to the right level of care



cdc.gov/COVID19

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » 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 who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.

FACT
1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT
2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT
4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT
5

You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
- Cough
- Shortness of breath

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



cdc.gov/coronavirus

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

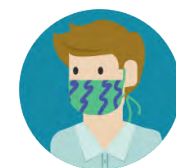
Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - at least 10 days have passed since your symptoms first appeared.
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

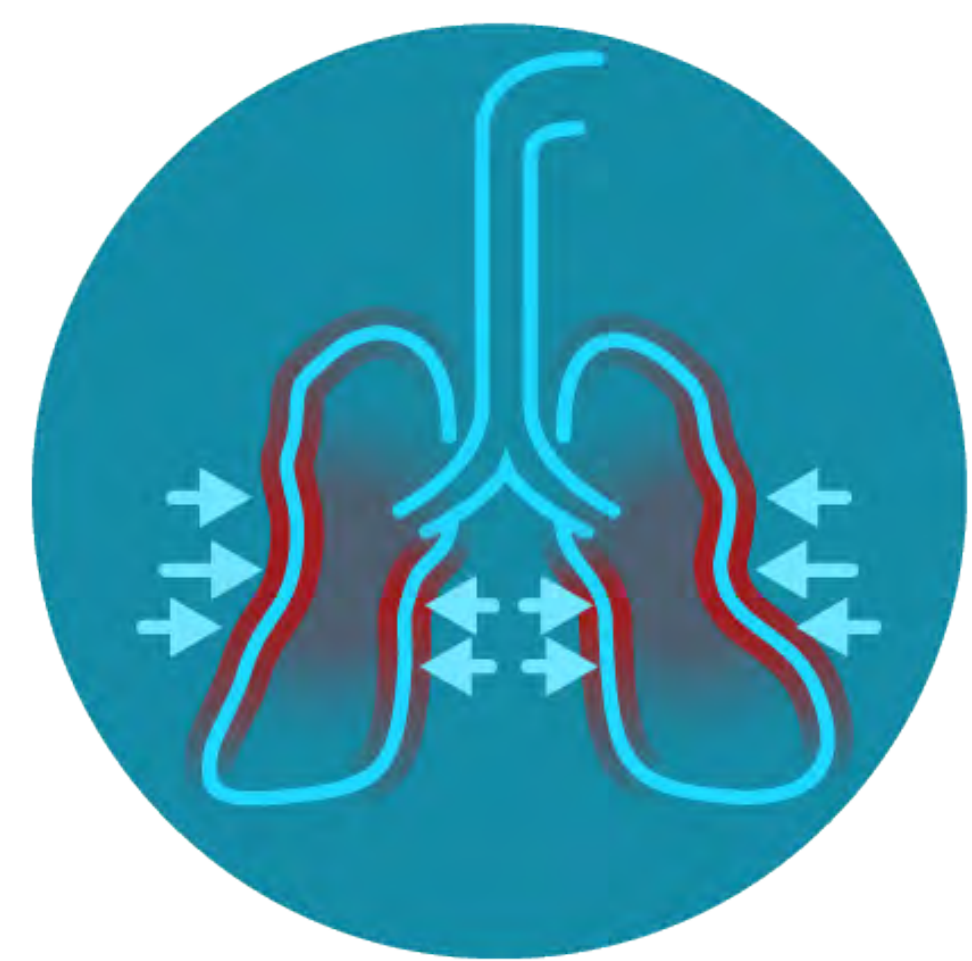
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)



Hands that look clean can still have icky germs!



WASH YOUR HANDS!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



¡Aunque las manos se vean limpias pueden tener microbios asquerosos!

¡Lávate las manos!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

isolved™

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