

EMPLOYEE IS "ASYMPTOMATIC" OF COVID-19

SCENARIOS		DUTY STATUS OPTIONS				
		Telework (telework eligible)	Report to Worksite (unless office is closed)	Weather and Safety Leave	Paid Sick Leave under FFCRA (EPSL)*	Other Paid Leave (Annual, Sick, Comp Time, Credit Hours)
IF:	AND:	THEN:				
The employee is asymptomatic of COVID-19	is directed by a medical professional, public health authority, commander or supervisor to stay home/self-quarantine	✓	✗	✓	✓ (at full rate of pay)	✗
	is not directed by a medical professional, public health authority, commander or supervisor to stay home	✓	✓	✗	✗	✓ (A/L)
	prefers not to come to an otherwise open worksite	✓	✓	✗	✗	✓ (A/L)
	Is subject to a Federal State, or local quarantine or isolation order related to COVID-19	✓	✗	✓	✓ (at full rate of pay)	✗
	Is at high risk of COVID-19 as defined by the CDC	✓	✓	✓	✗	✓
	Is ill for NON COVID-19 reasons	✗	✗	✗	✗	✓ (S/L)
	Has a family member(s) who requires care for non COVID-19 related illness	✓ 1 (S/L for care)	✓	✗	✗	✓ (S/L)
	Has a family member(s) who requires care as a result of a Federal, State, or local quarantine or isolation order related to COVID-19	✓ 1 (S/L for care)	✗	✗	✓ (at 2/3 rate of pay)	✓
	Has a family member(s) who requires care as a result of being advised by a health care provider to self-quarantine related to COVID-19	✓ (S/L for care)	✗	✗	✓ (at 2/3 rate of pay)	✓
	Has a family member(s) who is at high risk of COVID-19 as defined by the CDC	✓	✓	✗	✗	✗
	Has children at home due to school or childcare center closures	✓ (A/L for care)	✗	✗	✓ (at 2/3 rate of pay)	✓
	Is designated as emergency (essential) employee and ordered to work	✓ 2	✓	✗	✗	✓ 3
	Is experiencing any other substantially-similar condition specified by the U.S Department of Health and Human Services	✓ 4	✓	✗	✓ (at 2/3 rate of pay)	✗

EMPLOYEE IS SYMPTOMATIC OF COVID-19 -- DO NOT REPORT TO WORK: see rows 9 and 14; employee may also use leave

Footnotes: 1. Sick leave should be taken when care is provided and employee is not working 2. If employee is telework eligible 3. Employee may submit request for annual leave 4. Depending on condition as defined by Health and Human Services
 *PAYROLL CODES: 'LV' / 'DX' – Employee is eligible for pay at 100% (employee's regular rate of pay where the employee is unable to work 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) LV / 'DY' – Employee is eligible for pay at 2/3 the employee's regular rate of pay because the employee is unable to work 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.