



iVET360°

COVID-19 TOWN HALL

HOW TO MANAGE YOUR PRACTICE

Agenda:

- Discuss HR 6201 and what it means for you
(also known as the Families First Coronavirus Response Act)
- Discuss taking employee temperatures
- Go over some of our best practices to help you keep your doors open and COVID-19 away
- Q&A with Kyle!

HR 6201 aka: *Families First Coronavirus Response Act (FFCRA)*

What is it?

- The FFCRA was signed into law by President Trump on March 18th, 2020
- A comprehensive relief bill aimed at softening the financial fallout of COVID-19 on families.
- Eligible employees are those who work for an employer with fewer than 500 employees

This law goes into effect on April 1st, 2020 and sunsets on December 31st, 2020.

HR 6201 aka: *Families First Coronavirus Response Act (FFCRA)*

What does this mean for my practice?

To better understand the FFCRA, we will be breaking it down into 3 parts.

Part 1 – Emergency Family Leave (Expanded FMLA)

Part 2 – Emergency Paid Sick Leave

Part 3 – Tax credits for Parts 1 & 2

Please note, we will be doing a **high level overview but still highly encourage you to read through our FFCRA document that goes into further detail.*

HR 6201 aka: *Families First Coronavirus Response Act (FFCRA)*

Part 1 – Emergency Family Leave (Expanded FMLA)

This applies to employees that have been employed for at least 30 days who can't work (or telework) because their child's school or childcare service is closed due to a COVID-19 emergency declared by a federal, state or local authority.

HR 6201 aka: *Families First Coronavirus Response Act (FFCRA)*

Is this paid?

- The first 10 days of this leave may be unpaid; however, employees may elect to substitute available PTO or sick leave.
- After the initial 10 days, employees are eligible for at least two-thirds of their regular rate of pay based on the number of hours they would otherwise have been scheduled to work.
- This paid Expanded FMLA will cover eligible employees for a period of 12 weeks.

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Part 2 – Emergency Paid Sick Leave

- All employees, *regardless of how long they have worked for the employer*, are eligible for paid sick leave if they are unable to work (or telework) due to COVID-19.
- Full-time employees must be provided with up to 80 hours of paid sick leave.
- Part-time employees are entitled to paid sick leave based on the number of hours they work, on average, over a two-week period.

HR 6201 aka: *Families First Coronavirus Response Act (FFCRA)*

What are the Qualifying reasons for leave?

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and **seeking a medical diagnosis**.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for their child due to COVID closures.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services.

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What are the pay requirements?

- Paid sick leave must be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 (from the previous slide).
- An Employee taking leave for reasons 4-6 may be compensated at two-thirds of his or her regular rate of pay, or minimum wage, whichever is greater.

Can we require the employee to utilize their other paid leave available?

No, you cannot require an employee to use other paid leave first.

HR 6201 aka: *Families First Coronavirus Response Act (FFCRA)*

Part 3 – Tax Credits for Parts 1 & 2

There is a TON of verbiage around the tax credit portion. Our understanding is that the tax credits will amount to a 1 to 1 reimbursement to the employer for the dollar amount paid to the employee through Parts 1 & 2.

As of now, it appears this tax credit will be paid out in the form of refundable credits for the 6.2 percent Social Security tax component of payroll taxes.

HOW DO WE KEEP OUR **STAFF HEALTHY,** **CLIENTS SAFE, AND BUSINESS OPEN?**

Ultimately, your best course of action is to minimize direct contact with clients and to ramp up cleaning/disinfecting protocols on a massive scale.

LET'S DIVE INTO SOME SPECIFIC EXAMPLES!

Taking Employee Temperatures

- Many businesses are adopting a protocol in which employees must have their temperature taken prior to entering the building. Until recently, this would not have been advised.
- However, on **March 18th, 2020**, the Equal Employment Opportunity Commission (EEOC) gave employers expanded authority to take employees' temperature in an effort to stem the spread of coronavirus

Taking Employee Temperatures

To ensure the safety of your staff and your clients, we recommend taking the following into consideration:

- **WHO** – Designate a person, from your leadership team, who is on shift.
- **TRAINING** – Ensure that the designated employee understands how to safely check a temperature, utilizing appropriate PPE.
- **EQUIPMENT** – Ensure the temperature checker has appropriate PPE and, preferably, an infrared digital thermometer.
- **CONFIDENTIALITY** - To ensure that all staff feel as though their privacy has been protected, we suggest employees wait in their vehicle or line up (being mindful of social distancing!) out of sight of clients.

Taking Employees Temperatures

What do I do if an employee has a temperature?

- Good Question! You are able to send that employee home on a 14 day quarantine; however, we do recommend that you pay that employee for the day to limit any legal ramifications (some states it is mandatory to pay employees for partial days; check your state laws regarding this).
- Employers must maintain all information about employee illness as a confidential medical record in compliance with the Americans with Disabilities Act (ADA).

A woman with blonde hair tied back, wearing a dark blue short-sleeved shirt, is sitting at a desk in what appears to be a medical or office environment. She is looking down at a computer keyboard. In the background, there is a computer monitor and some papers. The image is dimmed and serves as a background for the text.

BEST PRACTICES!

We know. That was a lot to digest. BUT, we have some best practices that might help minimize the risk of your staff and your clients becoming ill!

LET'S DIVE IN...

Best Practices **In Clinic - Clients**

- Measuring out 6 feet and placing a tape box for clients to stand in
- Minimizing the amount of clients in any one appointment. Consider only one client to an appointment
- If clients will be in the hospital, transitioning all treatment plan items to be done “in the back” instead of in the exam room
- If you have supplies, placing hand sanitizer stations around the clinic
- Placing “arrows” pointing clients to nearest hand washing station
- “Hands Free” when at all possible

Best Practices **In Clinic – Staff**

- Hand washing before and after entering any room in the facility
- Consider splitting your team into two teams!
- After deep cleaning a cleaning, consider a visible indicator that the room is ready to be used again
- Inventory Conservation - Ensure staff are only using what they NEED, reducing waste whenever possible
- Consider focusing on using only specific exam rooms and entrances to reduce the area needing to be cleaned

Q&A with Kyle

- And now, the time you have all been waiting for.....

Question and Answer time with Kyle!

Question 1: Hospital in Texas

I am encouraging staff, that do not feel safe at work, to not come in. We are not allowing clients in the clinic and are doing curbside service where the technicians are getting the pets from the car. Most have PTO accrued that they can use.

- Are there good resources for staff that don't want to work due to health risks or fear?
- What are my obligations to them?

Answer 1: Hospital in Texas

This is when we, as Leaders, will need to engage our soft leadership skills. Your teams are not looking for policies to turn to; they are looking to you to guide them, reassure them.

- If your health insurance provider has an Employee Assistance Program, ensure your staff have access. Increase the amount of, brief, check ins.
- Under the FFCRA, if the employee receives a note from their Doctor, they can take advantage of the Emergency Sick Leave portion.

Question 2: Hospital in Oregon

- Can any employee who says they had Coronavirus symptoms but didn't get a test apply for benefits?
- How do I document this if I withhold money on my quarterlies?

Answer 2: Hospital in Oregon

GREAT Question!

- In order to qualify for the Emergency Sick Leave, an employee must be experiencing symptoms and **SEEKING A MEDICAL DIAGNOSIS**
- Over the next few days, we are anticipating that the Department of Labor will be outlining how to properly document employee use of the FFCRA
- Be sure that you keep your eyes peeled on the DOL website, your State VMA website, and our COVID-19 website.

Question 3: Hospital in Florida

New Emergency Paid sick leave act & New FMLA additions: We are less than 25 employees and need to know how to respond if we are exempt for one or both. Information that is floating around in media and other sources is so confusing.

(WE AGREE!)

Answer 3: Hospital in Florida

Similar to our last question;

- Over the next few days, we are anticipating that the Department of Labor will be outlining how to apply for an exemption to the FFCRA. As of now, the only information we have is that you will need to prove that the FFCRA will pose a viable threat to the long term financial health of your business.
- Be sure that you keep your eyes peeled on the DOL website, your State VMA website, and our COVID-19 website.

Question 4: Hospital in Illinois

How do these new laws, that are effective April 1st, affect a business with 12 employees?

Answer 4: Hospital in Illinois

- The FFCRA will apply to ANY business with 500 or fewer employees.
- If you are worried that the FFCRA will affect the long term financial health of your business, please ensure you are keeping your eyes peeled on the DOL website for information on the exemption process.
- The other good news, is that it appears that the Federal Government will be working on pushing cash back into small businesses.

Question 5: Hospital in Mississippi

I have not been directly affected at this time with my employees, but they did have travel and have potential exposure to coronavirus weeks ago. I am struggling to make the right decisions about requiring self quarantine.

- What are ways I can keep all of my employees if business does decrease significantly?
- How does the government emergency act assist businesses with 10 employees or less.

Answer 5: Hospital in Mississippi

- The best course of action would be to utilize a workshare program. This can be viewed as a *light* furlough where you are able to reduce your team's hours across the board and they can apply for UI for the reduced hours.

(*Not all states have a workshare program; Mississippi does not)

- The other option would be to furlough staff. Not the best of outcomes, but this is also NOT a lay off. Furloughs are temporary, allow the employee to retain their medical benefits AND apply for UI.

Question 6: Hospital in Illinois

Do we continue to pay hourly employees that have elected to not work due to their health concerns? Such as someone with an autoimmune disease.

Answer 6: Hospital in Illinois

- No, you are not required to continue to pay hourly employees who have elected not to work due to health concerns. In order to be covered by the FFCRA, an employee must meet the criteria we have discussed.
- Specifically, “The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19”
- However, if they do provide a Doctor’s note, they would be protected under the FFCRA.

Question 7: Hospital in Illinois

If we end up laying off hourly employees, do they file for unemployment? Or do we pay them for hours they would have worked? Does the new bill take this into consideration?

Answer 7: Hospital in Illinois

- Yes, any employee who is laid off will be able to apply for unemployment. The good news, is that the Federal Government has increased unemployment payouts!

We made it!

Thank you so much for attending our Town Hall. Our next Town Hall is scheduled for **Thursday, April 2nd at 10am PST.**

Ensure you stay tuned to our COVID Resource Website here:

covid19.ivet360.com

As always, please continue to send us your questions via our COVID website and PLEASE, be safe.

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