

Town and County of Nantucket Human Resources Office

Amanda E. Perry
Human Resources Director
aperry@nantucket-ma.gov

Michelle L. Malavase
Human Resources Coordinator
mlmalavase@nantucket-ma.gov

Morgan Smith-Jones
Human Resources Generalist
msmithjones@nantucket-ma.gov

Teodora Stockigt
Human Resources Generalist
tstockigt@nantucket-ma.gov



16 Broad Street
Nantucket, MA 02554
Fax: (508) 325-7556
Telephone: (508) 228-7200

Amanda ext. 7308
Michelle ext. 5936
Morgan ext. 7328
Teodora ext. 7331
www.nantucket-ma.gov

TO: Cabinet Members

FROM: Amanda Perry, HR Director

DATE: March 30, 2020

RE: COVID-19 HR Advisory: Families First Coronavirus Response Act & Travel Advisory

Please be advised the update below is as of today, **March 30, 2020**, and is subject to change on the basis of the information provided by the Centers for Disease Control and Prevention (CDC) and Federal or State Mandated Acts.

If you feel that you or one of your employees are a person with increased risk associated with COVID-19, please reach out to the [Human Resources Department](#) with your concerns. We will hold an interactive conversation to determine if accommodations may be put into place to minimize your exposure risk.

Families First Coronavirus Response Act:

Emergency Paid Sick Leave: Effective April 1st, 2020, full time (40 hour) employees will be provided eighty (80) hours of additional paid sick leave, fewer hours for part-time employees based on their average hours of work, if the employee is unable to work because¹:

- (1) the employee is subject to a COVID-19-related quarantine or isolation order at the Federal, State, or local level;
- (2) a health care provider has advised the employee to self-quarantine due to COVID-19 concerns;
- (3) the employee is experiencing COVID-19 symptoms and seeking a diagnosis;
- (4) the employee is caring for an individual subject to the order or advice described above;
- (5) the employee is caring for a child due to COVID-19-related school closure or professional child care provider unavailability; or

¹ KPLaw Bulletin March 21, 2020

(6) the employee is experiencing other substantially similar conditions specified by the Secretary of Health and Human Services

Employees on Paid Sick Leave shall be paid at their regular rate if on leave for reasons (1)-(3), but no more than \$511 per day. If on leave for reasons (4)-(6), they shall be paid 2/3 their regular rate, no more than \$200 per day. Employees will not be required to use any other form of paid leave prior to using their emergency paid leave entitlement.

Payroll Reporting During the Emergency:

- If an employee is not reporting to work, i.e. not essential, regularly scheduled hours should be recorded under ‘Office Closure’.
- If an essential employee is reporting to work, regular hours worked should be recorded on the transmittal.
- If an employee cannot report to work for one of the reasons noted above (1-6) and is utilizing emergency paid sick leave, that should be recorded under the pay code ‘FFA-Emergency Sick Leave’. *(pay code to be set up for next payroll)*

Vacation Carryover Period:

Employees are permitted to carryover unused vacation time for a period of twelve (12) months. The prior carryover period was six (6) months. The updated carryover form can be found [HERE](#).

Travel Advisory:

In collaboration with the Public Health Director, we are closely monitoring the travel health advisories issued by the Centers for Disease Control (CDC) and State of Massachusetts. Employees reporting to work during the state of emergency are directed to complete daily screening and evaluations at the direction of their supervisor. These directives are customized to the nature of their safety sensitive function and are subject to change.

If an employee is asked not to report to work due to recent travel, this decision is based upon reasonable suspicion of COVID-19 exposure or isolation guidelines of the CDC. The same action can be taken if we have credible information that the employee or a member of their household has been in direct contact with somebody who has been diagnosed with or is showing potential symptoms of COVID-19. These decisions are based upon credible, factual and confirmed information and CDC guidelines. Employees who have traveled, but not to a known hotspot, and have used precautionary measures are at less risk, but must still abide by the screening guidelines of their respective Department. The employee’s supervisor will be in constant contact with the employee during this time. The employee would be directed to use emergency paid sick leave and asked to contact their physician. Physician directed measures related to isolation or quarantine will supersede these guidelines. If the employee is absent from work for greater than fourteen (14) days and does not have any accrued sick leave remaining, the employee may consider requesting time from a sick leave bank.

<END>