Building Blocks SICK Time during COVID-19

(Policy effective through MARCH 12, 2021)

Types & Allocated Amounts

CODE	TIME	REASON
SICK TIME	Up to 40 Hours accrued annually based on full time and part time status	To be used for absences related to illness or illness symptoms.
SICK EXTEND	Up to 24 hours	Used when Sick Time has been exhausted (*Requires special approval by HR*)
COVID PRETEST	Up to 24 hours	Used to reimburse sick time before receiving positive COVID-19 test results (*Requires special approval by HR – documentation of positive COVID-19 test required*)
COVID CLOSURE	Up to 10 days	Automatically applied when school or classroom is shut down due to local Department of Public Health or at Little Sprouts discretion (*Requires special approval by HR*)

Frequently Asked Questions (FAQs)

What if I am sick?
Refer to "Sick Time Flowchart."

What if I am caring for a direct family member with COVID-19?
If you need to be out for more than three (3) days *and* you are a primary caregiver:

1) You may start the Family Medical Leave Act (FMLA) process to see if you are eligible for this program. If approved, FMLA could give you job protection for an extended period of time depending upon the doctor's recommendation. Under FMLA, you have job protection but the time is unpaid. You would need to take SICK TIME to receive wages.
2) You may use SICK TIME and/or apply for unemployment for income support.
(SICK EXTEND only applies if you are sick and does not apply to caring for others.)

What if I have had close contact with someone who has a confirmed case of COVID-19?
You are encouraged to contact your health care provider and inquire about a test* and required to self-quarantine for 14 days if:

- You receive a call from contact tracing
- You live with or are caring for someone who has a confirmed case of COVID-19, or

- You have been "within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated." (CDC.gov, 5/29/20)

**If you do receive a COVID-19 test after being made aware of having had close contact with a person with a confirmed case of COVID-19, you may be able to reduce the required 14-day quarantine period and return to work if you receive a negative test result.*

During the time you are away from work:

- You may use SICK TIME and/or apply for unemployment for income support.
- If you receive **positive** COVID-19 test results, please inform your supervisor.
    - With approval from HR, the time between the onset of symptoms and your positive test results may be eligible for reimbursement of up to 24 hours of COVID PRETEST time.
- If your COVID-19 test results are **negative**, your SICK TIME will still be applied prior to receiving test results, and the days you stayed out of work awaiting test results will be eligible for SICK EXTEND if you have exhausted your SAP TIME.
    - For the duration of your self-quarantine, you may complete the FMLA application and use SICK TIME and/or apply for unemployment for income support.

What if I have had close contact with someone who has come into contact with another person who has a confirmed or suspected case of COVID-19?

- While you are not required to self-quarantine, please monitor your symptoms.
- If you begin presenting symptoms, please refer to the "Sick Time Flowchart" to evaluate your next steps.
- If you have had close contact with someone who has a confirmed case of COVID-19, please refer to the question above.
    - Close contact is defined by the CDC (5/29/20) as "within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated."