














Human Resource Updates

A Message from HR Department.....

Around the first week of March, as the coronavirus became more widespread in our area, the HR department started sending information to supervisors & employees. We are constantly monitoring the situation and will continue to do so, in order to provide employees with regular updates, resources and guidance. The unpredictability of the current situation with this coronavirus is complex and we understand how stressful it can be to employees. Also, we understand that many employees may be experiencing increased stress and anxiety dealing with isolation. Remember, this storm will pass. Don't lose hope. If we persevere, and ride out the storm, we will survive and come out as stronger individuals, not just physically but mentally & emotionally.

Thank you to all our dedicated employees who continue to show up to work and do exceptional jobs despite all the worries & uncertainties surrounding us. Thank you to our custodian workers who are keeping our work area clean & sanitized. I also want to thank Sabin Metal for providing a safe work environment while keeping us employed, so we can continue to provide for our families.

We know these are challenging times for everyone, we are here to help and we assure you that there will always be someone (Cathy, Ed or Hillary) in our HR department to assist you. The HR team is wishing you and your family resilience as we manage through this difficult situation together. ***Please be safe & stay healthy.***

 <h2>COVID-19</h2>				
CORONAVIRUS vs. COLD vs. FLU vs. ALLERGIES				
SYMPTOMS	COVID-19*	COLD	FLU	ALLERGIES
 Fever	Common (measured at 100 F or higher)	Rare	High (100-102 F), can last 3-4 days	No
 Headache	Sometimes	Rare	Intense	Sometimes
 General aches, pains	Sometimes	Slight	Common, often severe	No
 Fatigue, weakness	Sometimes	Slight	Common, often severe	Sometimes
 Extreme exhaustion	Sometimes (progresses slowly)	Never	Common (starts early)	No
 Stuffy nose	Rare	Common	Sometimes	Common
 Sneezing	Rare	Common	Sometimes	Common
 Sore throat	Rare	Common	Common	No
 Cough	Common	Mild to moderate	Common, can become severe	Sometimes
 Shortness of breath	In more serious infections	Rare	Rare	Common
 Runny nose	Rare	Common	Sometimes	Common
 Diarrhea	Sometimes	No	Sometimes**	No

For more information: www.livingstonecounty.us/1207/COVID-19

* Information is still evolving.
** Sometimes for children.

Sources: KDHE, CDC, WHO, National Institute of Allergy and Infectious Diseases, American College of Allergy, Asthma and Immunology.

Mental Health Association of ROC.

Helpful tips for individuals dealing with isolation:

*Use your smart phone to stay connected to family & friends, shift from texting to voice or video calling to feel more connected.

* Keep comfortable. Do the things you already enjoy doing at home, just do more of them.

*Practice stress relief whenever you feel anxiety building, do some deep breathing, exercise, read, eat some ice cream, whatever works for you.

*Don't do anything you'd consider to be unhealthy for you such as excess drinking that will just increase your anxiety afterwards.

* Keep looking forward, stay positive.



Two Important COVID-19 Emergency Paid Sick Leave

NY Paid Sick Leave for COVID-19 (Effective 03/18/2020)

Two leave Programs:

1. Paid Sick Leave for quarantined employees
2. Expansion of the existing PFL & Disability benefits for quarantined employees.

*Act only applies to employees under a mandatory or precautionary order of quarantine or isolation issue by the state of NY, the Department of Health, local board of health, or any government entity duly authorized to issue such an order to COVID-19.

* Act will not apply to quarantined employees who are asymptomatic and able to perform their job functions remotely.

* Will not cover employees who have voluntarily chosen to quarantine/self-isolation.

*Leave is not eligible to use if employee is returning from personal travel to one of the designations on the CDC travel advisory list.

* Sick Leave shall provide without loss of an employees accrued sick leave.

*Leave is in addition to whatever leave is already provided by the employer & is to be used first.

* Job protected/entitled to restoration of their job.

* Employers with 100 + employees only need to provide 14 days of paid sick leave (14 calendar days not business days).

Please feel free to contact HR Department

at ext. 296 for limitations, exceptions, or any other

Questions regarding this emergency paid sick leave.

Federal Emergency Paid Sick Leave for COVID-19 (Effective 04/1/20- 12/31/20)

Two leave changes:

1. Expansion of FMLA for Childcare-Related Reasons
2. Federal Emergency Paid Sick Leave Act

Under the Federal Emergency Paid Sick Leave Act, employers will provide paid sick time for employees who cannot work or telework because:

1. Are subject to a Federal, State, or local quarantine or isolation order issued by any govt. entities.
 2. Have been advised by a health care provider to self-quarantine.
 3. Are experiencing symptoms of COVID-19 & need to seek a medical diagnosis.
 4. Are caring for an individual who is either subject to a quarantine order or has been advised by a health care provider to self-quarantine.
 5. Are caring for a child whose school or place of care has closed.
 6. Are experiencing any other substantially similar condition to be determined by the dept of health, Human Services, the Treasury Dept or DOL.
- Full time employees will be qualified for 80 hrs. of leave & part time employees will be entitled to paid time equivalent to the average # of hrs. that they work in 2-week period.
 - If employee is on leave for reasons (1), (2) & (3) benefit is employees' usual rate of pay, subject to a cap of \$511/day & \$5,110 in total.
 - If employee is on leave for reasons (4), (5) & (6) benefit is 2/3rds of employee's usual rate of pay, subject to a cap of \$200/day & \$2,000 in total.