



UC San Diego

COVID Business Outreach Program

EMPLOYEE TOOLKIT

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SMALL BUSINESS COVID-19 TOOLKIT

Thank you for your interest in our **Small Business Safe Reopening** toolkit for employees. The UCSD COVID Business Outreach Program is a team of volunteers committed to providing material that supports the public during the Coronavirus pandemic.

This toolkit provides information, checklists and graphics to help:

- Learn more about COVID-19
- Know your rights and benefits as an employee
- Implement safe practices at work and at home

The toolkit and its materials are based on recommendations from the CDC, San Diego Public Health Services, and other reputable health information organizations. The information provided in the toolkit does not replace medical advice. If you or an employee is a contact of someone with COVID-19, experiencing any symptoms of COVID-19, or has been tested for COVID-19, please contact a healthcare provider or call 2-1-1.

If you have additional questions, contact the resources below.

2-1-1 San Diego: A free 24 hour confidential phone service

Dial 2-1-1

<https://211sandiego.org/>

email **COVID19BusinessQuestions@sdcounty.ca.gov**

Contact the UCSD Business Outreach Project

Email: UCSDBusinessOutreach@gmail.com

Phone: 619-335-5882

<https://UCSDBusinessOutreach.org>

Four Key Points

1.	Stay safe in the workplace <ul style="list-style-type: none">• Face Masks• Social Distancing• Additional Measures (see page 3)
2.	Know what to do if you have symptoms of COVID-19
3.	Know your paid sick leave and employees rights
4.	Get vaccinated against the flu

1 Stay Safe in the Workplace

Follow these prevention measures:

- A. **Wear** a face mask
- B. **Maintain 6 feet** social distancing
- C. **Cough or sneeze** into a tissue or the inside of your elbow
- D. **Wash your hands** frequently or use hand sanitizer with at least 60% alcohol only if soap and water are unavailable
- F. **Avoiding touching** your eyes, nose, and mouth
- G. **Screen yourself for symptoms** before every shift

Other safety tips

Carpooling: avoid carpooling with people outside of your household. Wear a mask and increase ventilation if you must carpool.

At home: follow these safety tips any time you're around someone who is not from your household.

Mask wearing: cover your nose and mouth. Avoid touching your mask throughout the day. Wash hands before and after handling mask.



1.1 Should I wear gloves to protect myself from COVID-19?

The CDC currently recommends wearing gloves **when disinfecting surfaces**. Follow your employer's directives on glove use. When wearing gloves, keep in mind the following:

- Gloves **become contaminated** just like hands do. When wearing gloves, treat them as though they are dirty and avoid touching your face
- Disposable gloves should **not be reused**
- Wash your hands **before and after** glove use
- **Replace gloves** if they become torn, visibly dirty, or excessively sweaty

The best way to protect yourself is to wash your hands regularly with soap and water. Use hand sanitizer with at least 70% alcohol if soap and water are unavailable.

1.2 How should I disinfect surfaces?

Follow these steps to properly disinfect surfaces.

1. Use an EPA-approved disinfectant

<https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

2. Wear gloves: wash hands before and after use.

3. Clean: remove any visible dirt or grease before applying disinfectant.

4. Contact time: disinfectants need to *stay on the surface* for the specified amount of time before removal to work effectively.

2. What to do if you have symptoms of COVID-19

1. **KNOW** the symptoms of COVID-19

Fever or chills	Congestion	Shortness of breath
Sore throat	Body aches	Fatigue
Headache	Diarrhea	Cough
Nausea or vomiting	Loss of taste/smell	Runny nose

2. **DO NOT COME INTO WORK** and stay home if you have any COVID-19 symptoms

3. **NOTIFY** your employer that you have or are seeking a diagnosis for COVID-19.

4. **CALL 211** or your healthcare provider to get **free COVID-19 testing**



You can also make an appointment at a free testing center at **coronavirus-sd.gov**

Note: if you are instructed by a healthcare provider to quarantine, you must stay home for the full quarantine period even if you test negative for COVID-19

What if I don't have health insurance?

Even if you don't have insurance and/or are an undocumented immigrant, you can get necessary testing and treatment for COVID-19 through Medi-Cal emergency services.

Would seeking testing or treatment for COVID-19 impact my immigration status under the public charge rule?

No. Seeking testing or treatment for COVID-19 is treatment for an emergency medical condition and is not considered under the public charge rule.

Learn more at <https://covid19.ca.gov/guide-immigrant-californians/>

For help accessing **FREE COVID-19 testing, call 211**

For additional assistance regarding seeing a doctor for COVID-19 testing or treatment, or applying for health insurance, call the **FREE** medi-nurse line available through the Department of Health Care Services
Medi-Nurse Line (877) 409-9052

3 Key Steps to Take While Waiting for Your COVID-19 Test Result

To help stop the spread of COVID-19, take these **3 key steps NOW** while waiting for your test results:

1 Stay home and monitor your health.

Stay home and monitor your health to help protect your friends, family, and others from possibly getting COVID-19 from you.

Stay home and away from others:

- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19, such as older adults and people with other medical conditions.
- If you have been in contact with someone with COVID-19, stay home and away from others for 14 days after your last contact with that person.
- If you have a fever, cough or other symptoms of COVID-19, stay home and away from others (except to get medical care).



Monitor your health:

- Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Remember, symptoms may appear 2-14 days after exposure to COVID-19 and can include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Tiredness
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea



2 Think about the people you have recently been around.

If you are diagnosed with COVID-19, a public health worker may call you to check on your health, discuss who you have been around, and ask where you spent time while you may have been able to spread COVID-19 to others. While you wait for your COVID-19 test result, think about everyone you have been around recently. This will be important information to give health workers if your test is positive.

3 Answer the phone call from the health department.

If a public health worker calls you, answer the call to help slow the spread of COVID-19 in your community.

- Discussions with health department staff are **confidential**. This means that your personal and medical information will be kept private and only shared with those who may need to know, like your health care provider.
- Your name will not be shared with those you came in contact with. The health department will only notify people you were in close contact with (within 6 feet for more than 15 minutes) that they might have been exposed to COVID-19.



cdc.gov/coronavirus

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you have possible or confirmed COVID-19:

- 1. Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



- 6. Cover your cough and sneezes** with a tissue or use the inside of your elbow.



- 2. Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



- 7. Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



- 3. Get rest and stay hydrated.**



- 8.** As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.



- 4.** If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



- 9. Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



- 5.** For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



- 10. Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

3. COVID-19 Paid Sick & Family Leave

Under the Families First Coronavirus Response Act (FFCRA), employers with fewer than 500 employees are **required to provide their employees with paid sick and family leave for specified reasons related to COVID-19**. Review the flyer on the following page for more information.

Which employees are eligible? Paid sick and family leave under the FFCRA applies to both *full time* and *part time* employees.

What are the reasons for paid sick and family leave? See the employee rights flyer on the next page for information on qualifying reasons for leave and maximum leave hours.



FFCRA Eligibility Tool for Employees

Use this online tool to determine whether you may be eligible for paid sick leave under the FFCRA.

<https://www.dol.gov/agencies/whd/ffcra/benefits-eligibility-webtool>

Can my employer fire me for taking FFCRA-qualifying sick or family leave? No. The FFCRA protects workers who seek FFCRA-qualifying paid sick and family leave.

Need help? Call the Wage and Hour Division at **1-866-487-9243**.



Additional Paid Sick and Family Leave Resources

California employees may be eligible for additional COVID-19 related paid sick and family leave, including employees of businesses with greater than 500 employees. For a full list of COVID-19 related paid leave that you may be eligible for, visit the following website on ca.gov:

<https://www.dir.ca.gov/dlse/Comparison-COVID-19-Paid-Leave.html>

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



4. Get vaccinated against the flu

Flu *and* COVID-19 will likely be spreading this winter. Even though there may not be a COVID-19 vaccine yet, there *is* a flu vaccine. Encourage your employees to get a flu vaccine because:

- Flu symptoms can mimic COVID-19, so employees that get flu will be unable to work and businesses may have to follow procedures that assume the employee have COVID-19
- Slowing the spread of the flu by getting vaccinated will reduce the burden on the healthcare system during the COVID-19 pandemic



Scan here to find out where to get your flu shot! Just open your phone's camera app.

Free with most insurance. Free flu shot clinics available for the uninsured!

Or [click here](#) to visit San Diego County's flu vaccine locations page