

## COVID FAQ's

- **What is considered fully vaccinated?**
  - You are considered fully vaccinated 2 weeks after your second dose of a 2-dose series or 2 weeks after a single-dose vaccine. If it has been less than 2 weeks you are NOT fully protected.
- **Is my absence from work due to COVID-19 covered by FMLA?**
  - No. There will be coordination with the leave policies at Converse College and the Families First Corona Virus Response Act leave provisions like Emergency Sick Leave and/or Emergency Family Medical Leave.
- **Can I continue working from home?**
  - Yes, if you have a medical condition that makes you more susceptible to Covid-19.
  - If you do not have a medical condition but would feel more comfortable at home, please contact your supervisor.
- **When does the FFCRA take effect?**
  - The official date was April 1, 2020 and apply to leave taken between April 1, 2020 and March 30, 2021.
- **What changes with the FFCRA tax credit extension?**
  - Credits are available to:
    1. An employee obtaining a COVID-19 vaccination
    2. An employee recovering from many illnesses related to receiving the vaccine
    3. An employee that is seeking or waiting for test results or a medical diagnosis for COVID-19, or the employer has requested the employee obtain the same
  - The FFCRA provides another 10 days of paid sick leave and up to 12 weeks of paid Emergency Family and Medical leave.
  - Emergency FMLA can be offered and tax credited for those who qualify.
  - The first 2 weeks of EFMLA may now be paid at 2/3 the regular rate of pay and eligible for tax credit
- **How much will I be paid while taking sick leave or expanded family and medical leave under the FFCRA?**
  - You can receive for each applicable hour the greater of:
    1. Your regular rate of pay
    2. The federal minimum wage in effect under the FLSA
    3. The applicable State or local minimum wage
- **Can I take paid sick leave to care for a child other than my own?**
  - The paid sick leave that is provided under FFCRA to care for one or more of your children when their place of care is closed due to Covid-19 related reasons, may only be taken to care for your own “son or daughter”.
  - However, if a child meets the criteria of an individual who is subject to a Federal, State, or local quarantine or isolation order related to Covid-19 you may take paid sick leave if you are unable to work or telecommute. But, in no event may your total paid sick leave exceed 2 weeks.
- **Do I still need to wear a mask after I am fully vaccinated?**

- Experts are still learning how the vaccines affect the spread, and suggest that you continue to wear a mask, socially distance, and take other precautions when out in public.
- **How do I take time off from work to get the vaccine?**
  - Salaried Exempt EE's:
    1. Contact and schedule a time with your supervisor
    2. Upload your vaccine certification to My.Converse
  - Salaried Non-Exempt EE's:
    1. Contact and schedule a time with your supervisor
    2. You can now request time off in iSolved to get your Covid-19 vaccination. To do so is the same as requesting any other form of paid time off, but you should now select "COVID-19" from the Absence Policy and be sure to enter the Start time and the number of Hours Per Day.
    3. Upload your vaccine certification to My.Converse
  - Hourly Non-Exempt EE's:
    1. Contact and schedule a time with your supervisor
    2. You can now request time off in iSolved to get your Covid-19 vaccination. To do so is the same as requesting any other form of paid time off, but you should now select "COVID-19" from the Absence Policy and be sure to enter the Start time and the number of Hours Per Day.
    3. Upload your vaccine certification to My.Converse
    4. Notify HR – to get up to 3 hours of vaccine leave added to your timecard
  - Hourly Non-Exempt EE's getting vaccinated on a day that EE is not scheduled to work:
    1. Upload your vaccine certification to My.Converse
    2. Notify HR – to get up to 3 hours of vaccine leave added to your timecard
- **What do I do if I develop symptoms or have complications after receiving the vaccine?**
  - If you are a benefit eligible EE:
    1. Upload your vaccine certification to My.Converse
    2. Note your symptoms in the Daily Self-Screen Questionnaire
    3. Notify HR – to get up to 8 hours of FFCRA sick time
- **What if I am out for more than 8 hours of FFCRA sick time?**
  - Accrued Sick or Emergency time can be used by requesting time off in iSolved