



To: All staff  
From: Jim Zache, CEO  
Subject: COVID-19 #12  
Date: May 5, 2020

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### **PTO and COVID**

The freeze on approving PTO continues at least through the Governors Stay-At-Home order expiring Tuesday, May 26th. RDO's will evaluate any emergent PTO requests on a case-by-case basis.

Our current PTO policy allows eligible employees to cash out their PTO hours for 50% cash, each quarter. Please refer to the [Paid Time Off policy](#) for details.

Due to the COVID-19 pandemic, we are modifying the policy for this quarter. You will be able to cash-out your earned PTO hours, up to 32 hours, at 100%. We will re-evaluate the policy each quarter. Check your paycheck stub for the current number of hours you've earned. Submit the [PTO Cash Out form](#) by 6.15.20. Your PTO hours will be paid out on your 7.3.2020 paycheck.

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### **Caring For Yourself Or Others**

- A few reminders on preventing the spread of COVID 19 to others and [how to protect yourself](#).
  - If you are caring for someone who is sick with COVID 19, here are some ways you protect yourself and others: [How to care for someone who is sick](#)
  - We must stay vigilant. Please be aware of the common symptoms of COVID 19 and know [what to do if you are sick](#)
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## Advocacy Update

On Friday, April 24th, DSPN (of which CCLS is a member) sent a letter to Governor Evers on behalf of DSPN, The Arc Wisconsin, The A-Team, BPDD, Survival Coalition, and the Wisconsin Coalition of Independent Living Centers, Inc., outlining concerns and needed support during this public health emergency. Read the letter [HERE](#)

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## For Those Who Demand Or Desperately Want To Visit Our Clients

[A helpful message you can print and use with family, friends, and guardians](#) from Curtis J. Cunningham the Assistant Administrator for Long Term Care Benefits and Programs Division of Medicaid Services. The letter was requested by providers like CCLS, MCOs, and employees of DHS.

The letter helps to explain the vigilance needed by everyone to continue safe social distancing. If needed, please feel free to use the letter along with your own explanation with family and friends of your clients. We hope it is one more tool for you to help keep our clients safe.

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## Social Distancing

It has been difficult for all of you to maintain social distancing and adhere to all of the protocols for handwashing and sanitization. We appreciate your efforts. Holidays and special days can present extra challenges. We suggest you be as proactive as possible with how you approach Mother's Day. It can be an emotional day for many. Some family members will want to take clients home for the weekend to celebrate. We do not think this is a good idea and strongly discourage it. We suggest you help your clients make and mail Mother's Day cards, set up a virtual chat, or help them with a phone call the day-of. It's best to discuss a plan early with your supervisor.

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## To All The Moms

Women comprise almost 80% of the CCLS-CLE-Magnolia Hill-Fast Pace workforce. In our industry and especially this year, there are many reasons you may not get the chance to spend Mother Day the way you have in the past or the way you would like:

- Some of you will be working this Sunday.
- Some will not be able to visit in-person due to social distancing.
- For some, the hundreds or thousands of mile separating you is the reason.
- And for some of us, we have lost our Moms.

Remember your Mom's. Reach out to your Mom.

To all of you Mom's we thank you for the work you do and wish you a Happy Mother's Day.

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## Helpful Chart

\*The guidance below is provided as of **March 19, 2020, at 11:45 am** and will be updated as needed. These are general guidelines and each situation will be reviewed based on its own merits.

### EMPLOYEE GUIDANCE

These are general guidelines and each situation will be reviewed based on its own merits.

IF...	Exempt Employees	FT & PT Plus Employees	Part-time & RS Employees
<p><b>I must stay at home because I don't have child/elder care. My dependent and I are not sick.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>If approved, telework* for some or all of your scheduled work hours. If not, use accrued PTO time as per the normal policy.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>If approved, telework* for some or all of your scheduled work hours. If not, use accrued PTO time as per the normal policy.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>You can use your accrued PTO time.</p>
<p><b>I am or have a family member who is immunocompromised, and I want to self-quarantine.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>If approved, telework* for some or all of your scheduled work hours. If not, use accrued PTO/sick time as per the normal policy.</p> <p>FMLA rules may apply for you or an immediate family member in your care.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>If approved, telework* for some or all of your scheduled work hours. If not, use accrued PTO/sick time as per the normal policy.</p> <p>FMLA rules may apply for you or an immediate family member in your care.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>You can use your accrued PTO time.</p> <p>FMLA rules may apply for you or an immediate family member in your care.</p>

<p><b>I have to take care of someone with COVID-19.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>If approved, telework* for some or all of your scheduled work hours. If not, use accrued PTO/sick time.</p> <p>FMLA rules may apply for you or an immediate family member in your care.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>If approved, telework* for some or all of your scheduled work hours. If not, use accrued PTO / sick time.</p> <p>FMLA rules may apply for you or an immediate family member in your care.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>You can also use your accrued PTO/sick time.</p> <p>If you are an employee, you might be eligible for Unemployment Insurance benefits due to circumstances that prevent you from working. Contact HR for your specific case.</p> <p>FMLA rules may apply for you or an immediate family member in your care.</p>
<p><b>I have been instructed to self-quarantine due to possible exposure to COVID-19 (or have certified underlying health conditions that put me at risk).</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>If approved, telework* for some or all of your scheduled work hours.</p> <p>FMLA rules may apply for you or an immediate family member in your care.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>If approved, telework* for some or all of your scheduled work hours.</p> <p>FMLA rules may apply for you or an immediate family member in your care.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p> <p>If you are an employee, you might be eligible for Unemployment Insurance benefits due to circumstances that prevent you from working. Contact HR regarding your specific case.</p> <p>FMLA rules may apply for you or an immediate family member in your care.</p>

<p><b>I have been diagnosed with COVID-19.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.  Use accrued PTO/sick time.  FMLA may apply.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  Use accrued PTO/sick time.  FMLA may apply.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  You can use your accrued PTO time.  FMLA rules may apply for you or an immediate family member in your care.  If you are an employee, you might be eligible for Unemployment Insurance benefits due to circumstances that prevent you from working. Contact HR regarding your specific case.</p>
<p><b>I am not sick, but I don't want to come to work because I am afraid of catching COVID-19.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours. If not, use accrued PTO time as per the normal policy.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours. If not, use accrued PTO time as per the normal policy.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  You can use your accrued PTO time.</p>

\* Please refer to the Telework Policy

## NEW EMPLOYEE GUIDANCE

These are general guidelines and each situation will be reviewed based on its own merits.

IF...	New Exempt Employees	New FT & PT Plus Employees	New Part-time & RS Employees
<p><b>I am a new employee and must stay home because I don't have child/elder care. My dependent and I are not sick.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p>
<p><b>I am a new employee and I or a family member am immunocompromised. I want to self- quarantine.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours. If not, you should use any available PTO time you have accrued.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p>
<p><b>I am a new employee and I have to take care of someone with COVID- 19.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If you are an employee, you might be eligible for Unemployment Insurance benefits due to circumstances that prevent you from working. Contact HR for your specific case.</p>

<p><b>I am a new employee and have been instructed to self-quarantine due to possible exposure to COVID-19 (or have certified underlying health conditions that put me at risk).</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If you are an employee, you might be eligible for Unemployment Insurance benefits due to circumstances that prevent you from working. Contact HR regarding your specific case.</p>
<p><b>I am a new employee and am sick but have not been diagnosed with COVID-19.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p>
<p><b>I am a new employee and have been diagnosed with COVID-19.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.  If you are an employee, you might be eligible for Unemployment Insurance benefits due to circumstances that prevent you from working. Contact HR regarding your specific case.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If you are an employee, you might be eligible for Unemployment Insurance benefits due to circumstances that prevent you from working. Contact HR regarding your specific case.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If you are an employee, you might be eligible for Unemployment Insurance benefits due to circumstances that prevent you from working. Contact HR regarding your specific case.</p>
<p><b>I am a new employee. I am not sick, but I don't want to come to work because I am afraid of catching COVID-19.</b></p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours.</p>	<p>Call your supervisor. You will not receive pay for time not worked.  If approved, telework* for some or all of your scheduled work hours.</p>	<p>Call your supervisor. You will not receive pay for time not worked.</p>

\*Please refer to the Teleworking Policy