

Scenario 1: Employee calls stating that they are concerned about returning to work because they have a vulnerable family member.

1. Ask the employee if they are required to care for the family member
 - a. Yes, providing care
 - i. Contact Tiffany Manuel* in Human Resources to determine if employee qualifies for protected leave to care for family member
 1. Work Status: Employee does not return to work. Use employee's personal leave accruals pending approval of FMLA/CFRA designated leave or pending further information from HR.
 - b. No, not providing care but concerned about exposing vulnerable family member
 - i. Notify employee of safety protocols being observed in the work environment
 - ii. Provide employee information regarding safety protocols employees can use at home to protect a vulnerable family member (CDC resources).
 - iii. If at any time employee states that they are required to care for family member, STOP and go back to steps outlined under 1 (a).
 1. Work Status: Employee returns to work as planned unless employee has been approved by the department head to use their personal vacation (or CTO) accruals.

Scenario 2: Employee calls and states that they are nervous about returning to work for personal reasons.

1. Ask the employee if they believe they are in the COVID-19 pandemic definition of "vulnerable population", as defined by the CDC.
 - a. CDC Definitions of Vulnerable Individual:
 - i. Elderly individuals.
 - ii. Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.
 - b. Yes, employee believes they are in vulnerable population:
 - i. Contact Tiffany Manuel* in Human Resources so that we can engage with the employee to determine if employee can be granted an accommodation or if they qualify for protected leave.
 1. Work Status: Employee remains off work using personal leave accruals pending return to work agreement with special accommodations or further information from HR regarding designation of protected leave.
 - c. No, employee is not in the vulnerable population as defined by CDC (definition located under Scenario 2, 1(a)).
 - i. Educate employee on the safety protocols being observed in work environment
 1. Facial coverings, employee/public symptoms check and screening, social distancing
 - ii. Discuss concerns with employee
 1. If at any time, employee indicates they have a medical issue, STOP and go to Scenario 2, 1(b)(i)

2. Work Status: Employee returns to work as planned unless approved by the department head to use personal vacation or CTO accruals.

Scenario 3: Employee calls and states that they are unable to return to work because they don't have childcare.

1. Ensure that employee is aware of resources available through First 5 Yuba (flyer advertising resource sent out all county email indicating that First 5 can assist employees with qualifying for free childcare and other resources that may be of assistance).
2. Notify employee that you will be contacting Tiffany Manuel* in Human Resources to determine if employee is eligible for any type of protected leave (for example, Families First Coronavirus Response Act (FFCRA) expanded FMLA, emergency sick leave or traditional FMLA) and provide employee with Tiffany's contact information so that they can follow up.
 - a. Work Status: Employee has stated they are unable to work, so they will use personal accrued leave temporarily until more information is obtained from Human Resources regarding employee's eligibility for protected leave of any type.

Scenario 4: Employee calls and states that they have a personal medical issue and that they need an accommodation to enable them to return to work.

1. Notify employee that you will be contacting Tiffany Manuel in Human Resources in order to work with the employee on their request for an accommodation.
 - a. Contact Tiffany Manuel* in Human Resources and notify Tiffany of what employee has requested and work with Tiffany on engaging in an interactive process with the employee and department.
 - i. Work Status: Return to work as planned with accommodation or allow employee to use personal leave balances temporarily while interactive process is ongoing and accommodation options are being determined.

***Human Resources Contact Information:**

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