



Haverhill

Human Resources Department, Room 306

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Families First Coronavirus Response Act (FFCRA) Information/Policy

TRAVEL INFORMATION

UPDATED 8-20-2020

PER THE STATE OF MASSACHUSETTS: Effective August 1, 2020 all visitors and returning residents entering Massachusetts must follow new travel orders. All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to do the following: 1) Complete the Massachusetts Travel Form* prior to arrival, unless you are visiting from a lower-risk state designated by the Department of Public Health and 2) Quarantine for 14 days OR produce a negative COVID-19 test result** (see below) that has been administered up to 72 hours prior to your arrival in Massachusetts. If your COVID-19 test has not been received prior to arrival, visitors and residents must quarantine until they receive a negative test result. Failure to comply may result in a \$500 fine per day. Testing must be by an approved method by the Massachusetts Department of Public Health.

*Massachusetts Travel Form is available at <https://www.mass.gov/forms/massachusetts-travel-form>.

At this time, the lower-risk states are as follows: Rhode Island, Connecticut, Vermont, New Hampshire, Maine, New York, and New Jersey. However, this list *may change at any time*. Please visit <https://www.mass.gov/info-details/covid-19-travel-order#massachusetts-travel-form> for the list of the most up to date lower-risk states.

FROM THE CITY OF HAVERHILL - If you or one of your employees are scheduled to travel outside of the lower-risk states for leisure purposes (vacation), you are instructed to follow the state travel order as listed above.

While every effort should be made to accommodate vacation requests during this period, out-of-state non-essential travel to higher-risk areas should be **strongly** discouraged among all staff. To promote employee safety and to ensure appropriate staffing levels, managers/supervisors/department heads are required to inquire if an employee is traveling to an area subject to quarantine requirement before approving any employee's vacation request. The 14-day quarantine period shall be considered, in the context of operational need, as a factor in determining whether to approve the employee's vacation request. In many instances, it will be necessary to avoid a full 14-day quarantine period, in which case the manager/supervisor/department head **must make the approval of a vacation request contingent** upon the employee agreeing to take a COVID-19 test within 72 hours prior to the employee's scheduled return to the workplace. Employee should secure a test appointment in advance of their vacation in order to meet this testing requirement. The employee may be asked to attest to the fact that they have the test within the necessary timeframe before approving the leave request.



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It is the expectation that all employees will inform their supervisor of any travel to high-risk states or countries, regardless of whether such travel occurs on vacation or during scheduled off days.

In the event an absence is required for an employee, due to the state order, who is otherwise scheduled to return to work, the employee may be eligible for paid leave to cover this time. This will be addressed on a case-by-case basis.

PLEASE NOTE: Due to the constant changing environment related to the COVID-19 pandemic, this policy is subject to change.

As a courtesy, if you are looking to be tested for COVID-19 as a result of travel outside of the approved area, a list of local testing sites is available at **the end of this document.

EMPLOYEE REQUEST FOR EXPANDED SICK LEAVE AND/OR FAMILY OR MEDICAL LEAVE RELATED TO COVID-19

The Families First Coronavirus Response Act provides certain employees with expanded Family Medical Leave access and emergency paid sick leave. More information on these benefits can be found here:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

This Eligibility Determination Request Form will be submitted confidentially to the Human Resources Department to request FMLA job protections as available for COVID-19 purposes, as well as emergency paid sick leave. Please submit this request as soon as possible. A late submission of this form may delay the job protections provided by FMLA.

FMLA request forms for any other purpose (unrelated to COVID-19) can be found here:

https://www.cityofhaverhill.com/departments/human_resources/employee_benefits.php

Questions should be directed to the HR Office at (978) 374-2357 or email at hrd@cityofhaverhill.com.

SUMMARY OF THE FFCRA:

On Wednesday, March 18, 2020 President Donald Trump signed into law the “Families First Coronavirus Response Act (FFCRA or Act)”. This 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.

ELIGIBLE EMPLOYEES:

An employee is entitled to take FFCRA leave, which is related to COVID-19, if the employee is unable to work, including unable to telework.

A part-time employee is eligible for leave based on the number of hours he/she is normally scheduled to work. We will refer to the Payroll Authorization Form for the scheduled work hours and recent payroll records.



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EMERGENCY PAID SICK LEAVE ACT (EPSL) Effective 4-1-2020 to 12-31-2020

Qualifying employees may be eligible for up to ten days of paid sick leave under the following circumstances:

Quarantine, Isolation or Seeking Medical Diagnosis for the employee's personal illness

- For employees unable to work for reasons related to 1-3, the payment for leave must be the greater of the employee's regular rate of pay or the highest applicable minimum wage (local, state or federal). **For these purposes, paid sick time is capped at \$511 per day per employee and \$5,110 in the aggregate per employee.**
 1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. Employee has been advised by a health care provider to self-quarantine related to COVID-19;
 3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

Taking care of others or experiencing other conditions

- For employees unable to work for reasons 4-6, the leave must be the greater of 2/3 of the employee's regular rate of pay, or 2/3 of the highest applicable minimum wage (local, state or federal). **For these purposes, paid sick time is capped at \$200 per day per employee and \$2,000 in the aggregate per employee.**
 4. Employee is caring for an individual subject to a quarantine or isolation order or health care provider advisory, as described above.
 5. Employee is caring for his or her child under the age of 18 whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
 6. Employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services;

EMERGENCY FAMILY MEDICAL LEAVE ACT INFORMATION:

Employees who have been employed for at least 30 days prior to the bill's enactment may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave. This will be paid at 2/3, up to \$200 daily and \$10,000 total, for the following reason:

1. Employee is caring for his or her child under the age of 18 whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.

PROCESS TO REQUEST TIME:

If you would like to request leave under the Emergency Paid Leave Act and/or the Emergency Medical Leave Act, please complete the **Families First Coronavirus Response Act Leave Request Form**, which is located on the City's website on the Human Resources department page under Policies. In addition, you are welcome to call Human Resources at (978) 374-2357 or email them at hrd@cityofhaverhill.com for assistance.

ADDITIONAL INFORMATION REGARDING PENSIONABLE MONIES:

For those employees who participate in the Haverhill Retirement System, please be advised that sick leave paid to members under the Families First Coronavirus Response Act (FFCRA) are consistent with regular compensation requirements, and retirement contributions should be withheld from payments which invoke the FFCRA.



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FFRCA payments of sick leave should be treated similarly as sick leave payments made to an employee which draw upon the employee's own accrued leave. An employee receiving FFCRA paid sick leave should have no break in service, and should continue to receive credit towards retirement, just as the employee would if using his or her own leave.

TESTING INFORMATION AND SITES

The following information is from the State of Massachusetts website

Tests that are acceptable to satisfy the 72-hour test rule are limited to the following:

- A negative result from an FDA EUA-approved molecular (PCR) SARS-CoV2 test on a sample obtained 72 hours or less prior to arrival in Massachusetts.
- A negative result from an antigen test must be confirmed by a negative result from an FDA EUA-approved molecular (PCR) SARS-CoV2 test on a sample obtained 72 hours or less prior to arrival in Massachusetts.

WHERE CAN I GET A TEST?

Here is a partial list of sites that are located within a 10-mile radius of Haverhill. More sites are available by visiting the state website at <https://www.mass.gov/covid-19-testing>.

Information continues to evolve quickly, so we encourage all those looking to be tested to **CONTACT THE SITE PRIOR TO ARRIVAL**. Many sites may also require pre-screening, a referral and/or an appointment.

Site Name	Address	City	Phone Number	Drive Through	Accepts Mass Health	Tests Children
MedExpress Haverhill Urgent Care	296 Main St, Haverhill, MA 01830	Haverhill	978-372-1382	No	Yes	No
CVS Haverhill - Minute Clinic	150 Lafayette Square, Haverhill, MA 01832	Haverhill		Yes	Yes	No
Lawrence General Hospital	1 General St, Lawrence, MA 01841	Lawrence	978-683-4000	Yes	Yes	Yes
Pentucket Medical ExpressCare	370 Merrimack St, Lawrence, MA 01843	Lawrence	617-724-7000	No	Yes	Yes
Lawrence Community COVID-19 Testing Center	70 General St, Lawrence, MA 01840	Lawrence	978-946-8409	Yes	Yes	Yes



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CVS Lawrence - Minute Clinic	266 Broadway, Lawrence, MA 01841	Lawrence		Yes	Yes	No
Lawrence Community COVID-19 Testing Center - Stop the Spread	70 General St, Lawrence, MA 1840	Lawrence	978-946-8409	Yes	n/a	Yes
Lawrence General Hospital/Greater Lawrence Family Health Center	315 Salem St. , Lawrence, MA 1843	Lawrence	978-946-8409	No	n/a	Unknown
Lawrence General Hospital/Greater Lawrence Family Health Center (Van) - Stadium	179 Osgood St. Lawrence, Ma. 01843	Lawrence	978-946-8409	No	n/a	Unknown
Lawrence General Hospital/Greater Lawrence Family Health Center (Van) - Beacon Courts	71 Duckett Ave. Lawrence, Ma. 01843	Lawrence	978-946-8409	No	n/a	Unknown
Lawrence General Hospital/Greater Lawrence Family Health Center (Van) - Mary Immaculate	189 Maple St. Lawrence, Ma. 01841	Lawrence	978-946-8409	No	n/a	Unknown
AFC Urgent Care Methuen	380 Merrimack St, Methuen, MA 01844	Methuen	978-975 0700	Yes	Yes	Yes
Convenient MD - Newburyport	35 Storey Ave, Unit 1, Newburyport, MA 01950	Newburyport	978-225 6607	Yes	Yes	Yes
Anna Jaques Hospital	25 Highland Ave, Newburyport, MA 01950	Newburyport	978-463-1000	Yes	Yes	Yes
AFC Urgent Care North Andover	129 Turnpike St, North Andover, MA 01845	North Andover	978-470-0800	Yes	Yes	Yes
CVS Salisbury - Minute Clinic	2 Lafayette Road, Salisbury, MA 01952	Salisbury		Yes	Yes	No

AS A REMINDER, YOU MUST CALL THE SITE PRIOR TO ARRIVAL.