

**Families First Coronavirus Response Act  
(FFCRA is Effective April 1, 2020)  
And  
Temporary Emergency Sick Leave  
(TESL is Effective July 13, 2020)**

I am seeking emergency paid sick leave for one of the following reasons (**check one**):

1. I am subject to a government quarantine declared by: \_\_\_\_\_  
(name of a governmental agency); or
2. I have been advised by \_\_\_\_\_ (name of your  
healthcare provider) to self- quarantine for \_\_\_\_\_ days beginning on \_\_\_\_\_,  
2020; or
3. I am experiencing one or more of these symptoms:
- Coughing; or
  - Fever of 100.4° or higher; or
  - Sore throat; or
  - Chills; or
  - Shortness of breath;
- and** I am consulting with a healthcare provider for a diagnosis (name of healthcare provider  
you have or will consult: \_\_\_\_\_); or
4. I am caring for an individual subject to quarantine or self-quarantine as advised by that  
individual's healthcare provider.  
Name of individual you are caring for: \_\_\_\_\_  
Nature of relationship with that individual: \_\_\_\_\_; or
5. I am unable to work because I am caring for my child(ren) under 18 during a closure of a school  
or childcare provider. Name of school or childcare provider: \_\_\_\_\_  
and date it closed: \_\_\_\_\_; or
6. I am experiencing another condition that is substantially similar to COVID-19; or
7. Exposure to Covid-19 that does not meet the reasons mentioned above, but leave is  
recommended by Jeff Fincke, Emergency Management Coordinator (must fill in #8);
8. Other reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that emergency paid sick leave under **FFCRA** is available only for one of the eight reasons listed above and only for a **total of 80 hours (if I am a full-time employee) or my average hours over a two-week period of work (if I am a part-time employee)**.

I understand that there are daily and total compensation caps on these amounts that I will be paid for emergency paid sick leave.

In addition, Kendall County is providing me an **additional 80 hours (if I am a full-time employee) or my average hours over a two-week period of work (if I am a part-time employee)** under **Temporary Emergency Sick Leave (TESL)** as approved by Commissioners Court on 07/13/2020 and which expires on 12/31/2020.

I also understand that emergency paid sick leave under FFCRA is granted to me in addition to any accrued but unused paid leave available to me under Kendall County’s paid time off policies and that it is my choice of when to use that paid leave granted by County Policy.

I understand that Kendall County will not retaliate against me for using this emergency paid sick leave and will not discriminate, discipline or discharge me in connection with this emergency paid sick leave.

\_\_\_\_\_  
Employee Signature and Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature and Print Name

\_\_\_\_\_  
Date

**Approved**

**Denied**

\_\_\_\_\_  
Jeff Fincke, Emergency Management Coordinator

\_\_\_\_\_  
Date

**Calculating Quarantine** -The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19. Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

**IF YOU** Were exposed to COVID-19 and are NOT up-to-date on COVID-19 vaccinations

Quarantine for at least 5 days

**Stay home;** Stay home and quarantine for at least 5 full days. Wear a well-fitted mask if you must be around others in your home.

**Get tested;** Even if you don’t develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

**After quarantine Watch for symptoms** - Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms** - Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

**Take precautions until day 10** - Wear a mask; Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel** - Avoid being around people who are at high risk

**IF YOU** Were exposed to COVID-19 and are up-to-date on COVID-19 vaccinations

**No quarantine** - You do not need to stay home unless you develop symptoms.

**Get tested** - Even if you don’t develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

**Watch for symptoms** -Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms** - Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

**Take precautions until day 10** -Wear a mask Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel** - Avoid being around people who are at high risk

**IF YOU** were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)

**No quarantine** - You do not need to stay home unless you develop symptoms.

**Watch for symptoms** - Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms** Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

**Take precautions until day 10** - Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel** Avoid being around people who are at high risk.

**Calculating Isolation** - Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected. If you have COVID-19 or have symptoms, isolate for at least 5 days.

**IF YOU** Tested positive for COVID-19 or have symptoms, regardless of vaccination status

**Stay home** for at least 5 days Stay home for 5 days and isolate from others in your home. Wear a well-fitted mask if you must be around others in your home.

**Ending isolation if you had symptoms** End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving. Ending isolation if you did **NOT have symptoms** End isolation after at least 5 full days after your positive test.

**If you** were severely ill with COVID-19 You should isolate for at least 10 days. Consult your doctor before ending isolation.

**Take precautions until day 10** Wear a mask Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel** Avoid being around people who are at high risk