



Dear Friends,

Instead of our usual newsletter with upcoming events and various human resources news, we will dedicate our Spring Newsletter to the most recent information you need to know to stay compliant with the ever-changing workplace requirements due to the COVID-19. Continue to follow all the CDC guidelines to ensure safe work practices at www.cdc.gov/coronavirus.

As always, please contact me if you have any questions.

Please stay safe and healthy.

Sincerely,

Joanna Forbes, SHRM-CP

Forbes Human Resources, LLC



**Family First Coronavirus Response Act (FFCRA)
New Mandated Labor Posters Effective April 1, 2020**

Employers with less than 500 employees: You must comply with the new Family First Coronavirus Response Act which gives 80 hours of sick time and 12 weeks of Paid Family Medical Leave for eligible reasons.

Paid sick leave – 80 hours paid sick leave

Expanded family and medical leave - 12 weeks paid leave of absence

Review this poster for eligibility, qualifications, and more. Post with your other labor posters NOW. Please contact us with any questions. Click below for poster:

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

Records to keep when employee takes paid sick leave or expanded family and medical leave:

Private sector employers that provide Paid Sick Leave and Expanded Family and Medical Leave required by the FFCRA are eligible for reimbursement of the costs of that leave through refundable tax credits. If you intend to claim a tax credit under the FFCRA for your payment of the sick leave or expanded family and medical leave wages, you should retain appropriate documentation in your records.

Visit <https://www.irs.gov/coronavirus> for more information.

CARES Act: Unemployment Insurance Updates:

- Provides additional \$600/week payment to each employee or Pandemic Unemployment Assistance recipient through the end of July 2020.
- Provides funding for the 1st week of unemployment for states to waive the traditional “waiting week” before benefits begin.
- Provides an additional 13 weeks of unemployment to help those who remain unemployed after weeks of state unemployment are no longer available

Ohio: Visit <http://jfs.ohio.gov/ouio/CoronavirusAndUI.stm> for more information and to assist your employees.

PA: Visit <https://www.uc.pa.gov/Pages/covid19.aspx>



Correct terms for staff reductions:

Furlough: considered to be an alternative to layoff. When an employer furloughs its employees, it requires them to work fewer hours or to take a certain amount of unpaid time off.

Layoff: a temporary separation from payroll. An employee is laid off because there is not enough work for him or her to perform.

Reduction in force (RIF): occurs when a position is eliminated without the intention of replacing it and involves a permanent cut in headcount.

OSHA: Infectious Disease Preparedness and Response Plan

- If one does not already exist, develop an infectious disease preparedness and response plan that can help guide protective actions against COVID-19.
- Stay abreast of guidance from federal, state, local, health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans.

Visit OSHA at <https://www.osha.gov/Publications/OSHA3990.pdf> for the information on required response plans for your organization.

Contact us for further information:

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