

April 6, 2020

In an effort to keep you updated during the COVID-19 pandemic, we will be sending you daily updates on the latest developments. Please do not hesitate to reach out to your Sheakley HR team member should you have additional questions or concerns!

Families First Coronavirus Response Act:

The Department of Labor (DOL) has issued guidance on necessary paperwork that employers can request from employees who need leave. Employees must provide a signed statement that contains:

1. Employee's name
2. The date(s) for which leave is requested
3. The COVID-19 qualifying reason for leave
4. A statement that the employee cannot work or telework because of the COVID-19 qualifying reason.

If an employee is seeking leave because he/she is self-quarantined they must provide the name of the healthcare provider making the quarantine recommendation. If the employee is caring for a person who is quarantined, the government agency issuing the quarantine or the healthcare provider who issued the quarantine recommendation must be provided.

The DOL advised that an individual requesting expanded family and medical leave must provide:

1. The name of the child being cared for
2. The name of the school, place of care or child care provider that closed or became unavailable for COVID-19 reasons
3. A statement representing that no other suitable person is available to care of the child during the period of requested leave.

Sheakley has developed two different forms that you can choose from to provide to your employees as well as a standard FFCRA policy. These forms are attached (documents 1-3).

Coronavirus Aid, Relief, and Economic Security Act (CARES) - SBA loans and Paycheck Protection Program:

Many employers are working with their banks to apply for loans through the Paycheck Protection Program. Employers in PEO relationships seem to be running into issues with 941 data. The Interim Final Rules (IFR) issued by the Small Business Administration (SBA) do not require tax documents, including 941's. NAPEO (the National Association for Professional Employer Organizations) issued the attached letter which outlines the IFR and should help in the loan application process.

Sheakley HR COVID-19 Resource Page:

In addition to our daily email updates, we are also working diligently to keep our Sheakley HR COVID-19 Resource Page up-to-date. You can visit this page at <https://ww2.sheakley.com/coronavirus-update/>.