

A message from Frank Hurtarte, senior vice president, Human Resources, Kaiser Permanente Southern California, Health Plan and Hospitals, and Annie Russell, RN, MSN, chief operating officer, Southern California Permanente Medical Group, with manager guidance on responding to school and daycare closures caused by the coronavirus:

On March 11, we sent guidance for responding to potential school and daycare closures caused by the coronavirus. Los Angeles Unified School District (LAUSD) announced this morning that they will close all schools for two weeks beginning Monday, March 16, in an effort to fight the spread of the virus.

We've included our previously sent guidance below. We've also included additional brief talking points to assist with discussions you may have with your teams. Please consider using, in your own voice, the 3 points that follow below.

- Encourage employees to develop alternative childcare plans
- Consider possible accommodations such as adjusting working hours, swapping shifts, or working from home, where appropriate.
- Remind staff to inform management as soon as reasonably possible of school and licensed daycare closures that could affect their ability to report to work.

If labor needs additional information, please refer them to their local HR consultant.

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Please see the following information to help you manage situations due to coronavirus-related school and daycare closures. Please do not distribute this information to anyone below the level of manager.

School and Daycare Closures Due to COVID-19/Coronavirus Affecting Employees in the California Markets

This document provides information to managers about how to handle requests for time off due to unexpected unavailability of schools and licensed childcare due to COVID-19. Kaiser Permanente refers to this as "School Closure Leave."

- 1. What should managers do in anticipation of school and licensed daycare closures due to COVID-19?**
 - Managers should begin to anticipate requests for time off due to school closure and review staffing plans.
 - Encourage employees to develop alternative childcare plans in anticipation of school and licensed daycare closures.

- Consider possible accommodations such as adjusting working hours, swapping shifts, or working from home, where appropriate.
 - Remind staff to inform management as soon as reasonably possible of school and licensed daycare closures that could affect their ability to report to work.
2. **What should managers do when an employee requests time off because his or her child's school or licensed daycare is unexpectedly closed due to COVID-19?**
- Talk to your employees about possible flexible work arrangements such as those described above.
 - California law provides at least 40 hours per year of protected time off for a parent to address a closure.
 - If an employee requests time off due to closure of their child's school or licensed childcare provider, they are authorized to use 40 hours of vacation time and are required to notify the manager as soon as reasonably possible.
3. **What notice must the employee provide?**
Absence notification rules apply. Employees should contact their manager as soon as reasonably possible regarding any absence. Employees are expected to work unless they have received authorization from their manager to take time off.
4. **Is the time off paid?**
The employee will need to use accrued time off hours to cover the School Closure Leave. Floating holidays may also be used.
5. **What happens if the employee does not have sufficient accrued PTO/ETO or vacation hours?**
If the employee doesn't have sufficient PTO/ETO or vacation hours accrued, the employee should still be provided up to 40 hours of time off, however the absence will be unpaid.
6. **What if an employee asks for more than 40 hours?**
- For longer term closures due to COVID-19, employees may be able to use and designate up to one half of their yearly sick leave/time off hours (if already accrued) as "Kin Care," **if quarantine is recommended by civil authorities or where there has been potential exposure to COVID-19.** The time would also count as "Paid Sick Leave" under California law or a local Paid Sick Leave ordinance.
 - Managers may also approve additional leave per regular absence notification rules consistent with ensuring operational needs are met.
7. **Do I need to do anything to designate the time as applying to the employee's yearly 40 hours of leave (school activities/emergency) under School Closure Leave?**
- For accrued PTO/ETO or vacation hours: use "FSP" in the TIME System.
 - For unpaid leave: use "FSU" in the TIME System.

- If these codes are not available for your employee, note in the comments “school closure leave.”
- Note, managers are responsible for tracking the 40-hour annual allotment.

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8. Can I ask for proof?

Yes, the employee should provide documentation from the school or provider for the entire leave taken, if the closure is in question.

9. Who counts as a “parent”?

The employee must be a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands “in loco parentis” to, the impacted child.

10. Both parents of the affected child are Kaiser Permanente employees. Do they both get the leave?

If both parents work at the same worksite, they cannot take this leave at the same time. They could take it sequentially if the school closure is long enough.

11. What if I have concerns about the validity of a request? What should I do?

Contact your HR Consultant to discuss.

12. Will Kaiser Permanente provide childcare options for employees at its facilities in communities where school closures occur due to the Coronavirus/COVID-19?

- Schools and school districts make their decisions to close in order to minimize the risk for infections through large group gatherings.
- Kaiser Permanente is honoring the intent of these decisions by not providing alternative means of childcare in our facilities at this time.

13. Can Kaiser Permanente offer any support for obtaining childcare?

- Kaiser Permanente’s Employee Assistance Program offers consultation to employees for childcare assistance. If you have questions about these services, please go to kp.org/eap or call **(626) 405-4622**.
- Throughout local communities there may be available childcare resources that can be used for those that may have a childcare need due to school closures.

14. Where can I get more information regarding Coronavirus/COVID-19?

- For the latest information on COVID-19, visit the [CDC website](https://www.cdc.gov).
- For the latest manager information and resources, see [Inside KP](#).
- For the latest KP employee news, download [KP4U](#) to your mobile device.