



COVID Dependent Child Quarantine Policy Memo

September 10, 2021

The Forum recognizes the challenges of working parents in addressing the needs of dependent children when schools and child care centers require quarantines to mitigate the spread of COVID. In an effort to address the differing requirements as dictated by Fair Labor Standards Act (FLSA) employment classification status and provide a safety net for employees with legally-dependent children, the Forum is implementing the following policy on a trial basis as follows:

1. All employees may be granted the opportunity to work remotely for four (4) hours per day between the hours of 8:00 AM – 5:00 PM when a dependent child is required to be quarantined by the child's school or child care setting. The limitation of four hours recognizes the need for employees to be responsive to the needs of the child/ren during work hours as well as obligations to the Forum. The following conditions apply:
 - a. Documentation of the requirement for the quarantine must be provided (e.g. email, letter from the school).
 - b. Remote work agreement must be completed.
 - c. Work hours and a work plan must be agreed upon between the manager and the employee with the required documentation (Manic time and work summary).
 - d. Phone calls will be forwarded to the employee for response during work hours.
2. All employees are required to record four (4) hours of PTO daily during the period of quarantine.
3. The Forum is establishing a COVID PTO Pool to assist employees.* All employees may request up to 40 hours of additional Forum COVID PTO if the following conditions are met:
 - a. Federal COVID leave of 80 hours has been exhausted and unavailable.
 - b. Personal PTO has been exhausted and unavailable.

Any deviation from this policy must be discussed and pre-approved by the President / CEO. This policy is in force until otherwise noted in writing.

** The Forum COVID PTO Pool is not to be confused with the Federal COVID benefit of 80 hours of leave. The Forum COVID PTO Pool is funded through the Forum's resources.*