

## **B's Homecare Inc. COVID leave form as required by CARES Act that must be filled out and returned for leave to be evaluated.**

\*B's Homecare Inc. must follow all federal laws, rules, and regulations regarding the CARES act and reserves the right to make changes at any time in our evaluation and approval of your leave as the company will follow the most current requirements of the federal government.

### **What documents do I need to give my employer to get paid sick leave or expanded family and medical leave?**

When requesting paid sick leave or expanded family and medical leave, you must provide your employer in writing the following information:

- Your name;
- The date(s) for which you request leave;
- The reason for leave; and
- A statement that you are unable to work because of the above reason.

If you request leave because you are subject to a quarantine or isolation order or to care for an individual subject to such an order, you should additionally provide the name of the government entity that issued the order. If you request leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, you should additionally provide the name of the health care provider who gave advice and proof of seeking diagnosis.

- The name of the health care provider caring for you;
- The name of the clinic/hospital ordering quarantine/ isolation;

If you request leave to care for your child whose school or place of care is closed, or child care provider is unavailable, you must also provide:

- The name of your child;
- The name of the school, place of care, or child care provider that has closed or become unavailable; and
- A statement that no other suitable person is available to care for your child.

In addition to the above information, you must also provide to your employer written documentation in support of your paid sick leave as specified in applicable IRS forms, instructions, and information.

Please also note that all existing certification requirements under the FMLA remain in effect if you are taking leave for one of the existing qualifying reasons under the FMLA. For example, if you are taking leave beyond the two weeks of emergency paid sick leave because your medical condition for COVID-19-related reasons rises to the level of a serious health condition, you must continue to [provide medical certifications](#) under the FMLA if required by your employer.

Must be returned to office@bhomecareinc.com / faxed to 763-689-1170 or dropped at your local office

Were you tested for COVID?  
Where was the test done at?  
What type of test was done? (nasal, sputum)  
Did you get the results?  
If you did not get results when will you receive them?

It is company policy that you are required to update us as soon as results come in. Office staff is not responsible to reach out to you. Your time off will only be paid if all the required steps are followed as per the specifications laid out by the IRS, CDC and MDH.

Return to work per the guidance from CDC as soon as there is:

At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); AND,

At least 7 days have passed since symptoms first appeared

If you were not tested for COVID-19 but have an alternate diagnosis (e.g., tested positive for influenza), criteria for return