

Employee FAQs COVID-19 School and Daycare Closures

1. What do I do if I learn my child's school will close due to COVID 19?

- Please contact your manager right away to advise of the school closure and determine next steps for your work schedule. We recommend you proactively identify resources within your personal network and local community who may be able to support your childcare needs in anticipation of a possible school closure.

2. If I cannot find alternate childcare and will not be able to report to work, what do I do?

- Absence notification rules apply. You should contact your manager as soon as reasonably possible regarding any absence.
- Per California law you are eligible to use 40 hours of protected time to address a school closure. You will need to use accrued time off hours to cover the School Closure Leave. Floating holidays may also be used. If you do not have sufficient PTO/ETO or vacation hours accrued, the absence will be unpaid.

3. Both my spouse and I work for Kaiser Permanente. Do we both get leave in the event of our child's school closure?

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

4. 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.

5. What can I do to minimize my chances of getting COVID-19?

- You and your child should follow the CDC recommendations to prevent spread of the virus: wash your hands frequently, avoid touching your face, cough or sneeze into a tissue or your elbow — and dispose of the tissue and wash your hands, and clean and disinfect frequently used surfaces and objects.

6. How can I stay up to date with all of this information?

- We recommend you check the CDC and your local public health department websites for the latest information.
- For the latest information on COVID-19, visit the [CDC website](https://www.cdc.gov).
- For the latest KP employee news, download [KP4U](#) to your mobile device.