

Dear Business Clients,

I know not all of you have employees, as opposed to creating a new list, I decided to share to all. Attached to this is the Families First Labor Poster. Please feel free to share this with your friends and family members that own small businesses.

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. Each covered *employer* must post a notice of the Families First *Coronavirus Response Act (FFCRA) requirements* in a conspicuous place on its premises.

Below are some faqs that may help answer any questions you may have:

1. I am a small business owner. Do I have to post this notice?

Yes. All employers covered by the paid sick leave and expanded family and medical leave provisions of the FFCRA (i.e., private sector employers with fewer than 500 employees) are required to post this notice.

2. Where do I post this notice? Since most of my workforce is teleworking, where do I electronically "post" this notice?

Each covered employer must post a notice of the Families First Coronavirus Response Act (FFCRA) requirements in a conspicuous place on its premises. An employer may satisfy this requirement by emailing or direct mailing this notice to employees, or posting this notice on an employee information internal or external website.

3. Do I have to share this notice with recently laid-off individuals?

No, the FFCRA requirements explained on this notice apply only to current employees.

4. Do I have to share this notice with new job applicants?

No, the FFCRA requirements apply only to current employees. Employers are under no obligation to provide the notice of those requirements to prospective employees.

5. Do I have to give notice of the FFCRA requirements to new hires?

Yes, if you hire a job applicant, you must convey this notice to them, either by email, direct mail, or by posting this notice on the premises or on an employee information internal or external website.

6. By when do I have to post the notice?

April 1, 2020.

**7. Do I have to post this notice in other languages that my employees speak?
Where can I get the notice in other languages?**

You are not required to post this notice in multiple languages, but the Department of Labor (Department) is working to translate it into other languages.

If you have further questions, please contact us.