



Internal Memorandum

Date: March 31, 2020

From: Tony Scavuzzo, Executive Director

RE: BSOOB Transit - Families First Coronavirus Response Act

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BSOOB Transit staff,

Please refer to the notes below on options for you surrounding the COVID-19 pandemic and our internal response. We do not intend to shut down completely. Our highest priority is to keep our staff safe and healthy. We will continue to run reduced service until it is prudent to return to our normal full schedule. Please continue to keep the office in the loop on the health of you and your family and substantiate with correspondence from your primary care physician if needed.

As of today, Tuesday, March 31, we have one member of our BSOOB Transit family that has tested positive for COVID-19. Everyone who has come within 6 feet of contact of this person for 20-30 minutes or more have been notified and quarantined for 14 days.

**Anne Austin should be consulted by all employees before any personal action is taken.**

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**If you are COVID-19 affected (either diagnosed, told to quarantine by a doctor or experiencing symptoms and seeking medical diagnosis):**

- Full time employee (confirmation by doctor will be needed):
  - o Entitled to 80 hours sick leave through Emergency Sick Leave Act just passed at full rate of pay.
  - o Can use your company issued sick time, vacation time or comp time once the federal 80 hours has been used to continue to be paid your full rate pay until symptoms are gone.
- Part time employee (after confirmation by doctor):
  - o Entitled to a number of hours of sick leave equal to the average time you work in a two week period through Emergency Sick Leave Act just passed. We will take your average hours per week over the last 6 months to determine eligible hours for each part time employee. Pay is regular rate of pay per hour.
  - o After that is used, you could file for unemployment to bridge any lost hours caused by our reduction in service.

**If you are caring for an individual who is COVID-19 affected (either subject to quarantine order or has been advised to self-quarantine), or child is home because of school or daycare closure:**

**Anthony J. Scavuzzo, PMP**  
**Executive Director**

**H. Rodney Carpenter**  
**Deputy Director**

**Operations Center - 13 Pomerleau St. Biddeford, ME 04005**  
**Saco Transportation Center - 130 Main St. Saco, ME 04072**  
**Phone (207) 282-5408    [www.bsoobtransit.org](http://www.bsoobtransit.org)**



- Full time employee:
  - o Will receive 2/3 of regular pay through the Emergency Paid Sick Leave Act.
  - o Could choose to use own sick, vacation or comp time and be paid full rate of pay.
- Part time employee:
  - o Will receive 2/3 of regular pay up to average hours over a two-week period.

Emergency FMLA Expansion Act provides additional paid leave for those unable to work due to a need to care for a son or daughter under 18 years of age if the school or place of care has been closed.

**If you have been affected by the reduction in service and lost hours of work, but not sick:**

- Full time employee:
  - o Could choose to use own sick, vacation or comp time to “bridge the gap” in hours you have lost at your full rate of pay.
  - o File for unemployment to realize the lost hours.
- Part time employee:
  - o File for unemployment to realize the lost hours.
  - o Choose to take no action.

**If you are in a high risk category and do not feel comfortable coming to work:**

- Full time employee:
  - o Have option to work from home if there is work for you to do to fill full days and you have the proper equipment to fulfill job expectations (Leadership Team discretionary).
  - o Entitled to 80 hours sick leave at full rate of pay.
  - o Can use your company issued sick time, vacation time or comp time once the first 80 hours has been used to continue to be paid your full rate pay.
- Part time employee:
  - o Entitled annually and not to roll to a future year, to a number of hours of sick leave equal to the average time you work in a two week period We will take your average over the last 6 months to determine this for each part time employee. Pay is full rate of pay.
  - o File for unemployment until we are back to running a full schedule.

Thank you to all of our staff members for your loyal service. Continue to stay safe and healthy. We will get through this together.

Please stay well,

Tony

**Anthony J. Scavuzzo, PMP**  
**Executive Director**

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