



## *Office of Congressional Workplace Rights*

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### **Families First Coronavirus Response Act Posting Requirements: Frequently Asked Questions**

The Families First Coronavirus Response Act (FFCRA) requires employers, including employing offices in the Legislative Branch, to post a notice (in a format approved by the Secretary of Labor) by April 2 concerning certain provisions of the FFCRA. The Office of Congressional Workplace Rights (OCWR) has prepared a model notice for posting in the legislative branch that is based on the Secretary's notice for Federal employees.

**1. Where do I post the notice? Since most of my workforce is teleworking, where do I electronically "post" the notice?**

Each employing office must post a notice of the FFCRA requirements in a conspicuous place on its premises. An employing office may satisfy this requirement by emailing or direct mailing the notice to employees, or posting the notice on an employee information internal or external website.

**2. Do I have to post the OCWR's model notice?** No. Although you can post the OCWR notice, employing offices can develop their own notices, which must meet the requirements of Section 5103 of the FFCRA.

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

You are not required to post the notice in multiple languages, but the OCWR is working to translate its model notice into Spanish.

**4. Do I have to share the notice with recently laid-off individuals?**

No, the FFCRA requirements explained on the notice apply only to current employees. However, if an employing office re-hires an employee who was laid off not earlier than March 1, 2020, that employee would be entitled to notice upon re-hire and could qualify for leave.

**5. Do I have to share the notice with new job applicants?**

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

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

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

**7. How do I know if I have the most up-to-date OCWR model notice? Will there be updates to the notice in the future?**

The most recent version of the OCWR model notice was issued on April 1, 2020. Check the OCWR's website at [OCWR.gov](http://OCWR.gov) to ensure that you remain current with all notice requirements.

**8. Our employees must report to our main office headquarters each morning and then go off to work at our different worksite locations. Do we have to post the notice at all of our different worksite locations?**

The notice needs to be displayed in a conspicuous place where employees can see it. If they are able to see it at the main office, it is not necessary to display the notice at your different worksite locations.

**9. We have break rooms on each floor in our building. Do I have to post notices in each break room on each floor or can I just post them in the lunchroom?**

If all of your employees regularly visit the lunchroom, then you can post all required notices there. If not, then you can post the notices in the break rooms on each floor or in another location where they can easily be seen by employees on each floor.

**10. Our employing office has several buildings. Our employees report directly to the building where they work, and there is no requirement that they first report to our main office or headquarters prior to commencing work. Do I have to post the notice in each of our buildings?**

Yes. Where an employing office has employees reporting directly to work in several different buildings, the employing office must post all required federal notices in each building, even if the buildings are located in the same general vicinity.

**11. By when do I have to post the notice?**

No later than April 2, 2020.