

Definitions:

For purposes of this document, please refer to following CDC Definitions for COVID-19 Symptoms and Close Contact:

Symptoms of the COVID-19 Virus:

The following are the symptoms of the COVID-19 virus (“COVID-19 Symptoms”):

- Fever (temperature of 100.4°F or greater)*;
- Cough*;
- Difficulty breathing*

* Without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants)

Close Contact with the COVID-19 Virus: The CDC defines close contact (“Close Contact”) as

a) Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time. Close contact could, under certain circumstances, occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case.

or

b) Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Contact does *not* include activities such as walking by a person or briefly sitting across a waiting room or office from them.

Question 1: Will the Company apply the 3% absence rate to sick leave or unpaid time off taken because of the COVID-19 pandemic (or otherwise count any paid or unpaid absences under existing attendance policies where 3% absence rate does not apply)?

Absences up to 14 calendar days that are legitimately related to time away from work due to the COVID-19 pandemic will not be included in calculating the 3% absence rate or otherwise evaluating an employee’s absence time/pattern. Company reserves the right to require documentation, if requested. Consistent with normal policies and practices, all employees should be communicating with their leaders regarding the need for time away from work. ***Absences in excess of the 14 calendar days that are legitimately related to time away from work because of the COVID-19 pandemic will be reviewed on an individual, case-by-case basis.***



EFFECTIVE APRIL 1, 2020: See Response to Question 2 regarding 80 hours of Company provided COVID-19 Paid Absence for qualifying absences on or after April 1, 2020. The 80 hours of Company Provided COVID-19 Paid Absence is not in addition to the 14-calendar day grace period referenced above. All valid COVID-19 related absences in excess of the 14 calendar days referenced above will be reviewed on an individual case-by-case basis.