

Question 2: Will the Company require an employee to use sick leave or other paid time off available through appropriate pay practices under a collective bargaining agreement for absences legitimately related to COVID-19 illness?

Yes. If the employee has been diagnosed with COVID-19 or has COVID-19 symptoms and is unable to work at home through Flexible Work Arrangements, the employee must use available sick leave subject to all applicable practices and contract language governing time away from work for medical-related illnesses. Absences resulting from work related exposure are addressed in questions later in this document.

420N: Same as above except when using available sick leave, no undertime will apply. Seasonal employees are eligible for paid sick leave the first week of an illness; additional weeks of sick time are subject to availability as outlined in the collective bargaining agreement.



EFFECTIVE APRIL 1, 2020: Beginning on April 1, 2020, subject to the conditions stated below, the Company is providing 80 hours of COVID-19 Paid Absence time for all full time regular and seasonal employees (management and represented) based on a standard 40-hour workweek (available time for part time employees will be prorated consistent with applicable policies, practices and collective bargaining agreements).

The “COVID-19 Paid Absence” is available as referred to throughout this document, only if, following employee discussions with their leader, it is determined the employee is unable to work under Flexible Work Arrangements (either because not available given nature of job or nature of COVID-19 absence).

The COVID-19 Paid Absence can be used for valid COVID-19 absences on or after April 1, 2020, including:

- Employee’s COVID-related diagnosis, public health order or order from physician to quarantine, or company-ordered quarantine. See Response to Question 8 for exclusions for quarantine due to avoidable personal travel.
- Care for family members for same reasons (COVID-19 diagnosis, quarantine)
- Absences due to childcare needs triggered by COVID-19 school or childcare closures.

Valid proof, including some form of documentation, may be required for all requests for COVID-19 Paid Absence. Examples include:

- Letter from physician
- Order from Health Department to quarantine
- Documentation of childcare/school closure for employee’s own children or dependent (newborn to gr. 12) and employee statement regarding impact.

Once an employee has exhausted the available Company provided COVID-19 Paid Absence, the employee would then need to use whatever paid or unpaid benefits are available for any subsequent COVID-19 absences as detailed in the original Response to Question 2 above.

Question 3: Will there be any Company-provided COVID-19 paid time for absences not the result of exposure during the normal course of work duties?