

If an employee is asymptomatic for COVID-19 but the employee is in a mandatory quarantine, e.g., because he/she has been in Close Contact with an individual (not in the normal course of work duties) who has tested positive for COVID-19, should the asymptomatic employee take payable absence or other paid or unpaid time off during the potential incubation period?

If the individual is able to work remotely, the employee and leader should discuss Flexible Work Arrangements. If Flexible Work Arrangements are not approved for this individual, the employee will be required to take sick leave if available, or may use vacation; thereafter, time away related to the quarantine would be unpaid through the quarantine period.



**EFFECTIVE APRIL 1, 2020:** For COVID-19 related absences on or after April 1, 2020, see Response to Question 2 for details about Company provided COVID-19 Paid Absence. Once an employee has exhausted the available Company provided COVID-19 Paid Absence, the employee would need to use whatever paid or unpaid benefits are available for any subsequent COVID-19 absences as detailed in the original Response to Question 3 above.

**Question 4: An employee has tested positive for COVID-19 or is quarantined due to possible exposure but is still healthy enough to perform the work. Can the employee work remotely?**

Remote work opportunities (whether at home or another facility) will depend upon the essential functions of the job and will vary by work group. Management will determine if Flexible Work Arrangements will be approved.

**Question 5: If an employee cannot work remotely under Flexible Work Arrangements, will the Company advance any 2021 vacation time to the employee if needed to cover COVID-19 related absences?**

The Company may allow an employee to borrow against future vacation time, as allowed under the terms of the collective bargaining agreement and with appropriate approvals.

**Question 6: If an employee is unable to report to work because of day care issues (e.g., due to school closings) related to COVID-19, will the employee be allowed to use sick leave or unpaid time off?**

We will rely on leaders to work with individual employees to determine whether alternate childcare arrangements can be made and/or Flexible Work Arrangements could be utilized to enable the employee to remain productive. Leaders should determine if Flexible Work Arrangements are available for individual employees based upon the essential functions of the job, work group and job function and review these arrangements with the individual employees.

If the employee is not able to work remotely or through a Flexible Work Arrangement as approved by his or her supervisor, the employee may use vacation time. If paid time is not available, unpaid time off will be allowed. The employee cannot use sick leave unless the contract allows it.