

420N: Paid Emergent Time will be allowed beyond one day.



EFFECTIVE APRIL 1, 2020: For absences on or after April 1, 2020 due to childcare needs triggered by COVID-19 school or childcare closures, the Company will allow a period of Company provided COVID-19 Paid Absence. Please see Response to Question 2 above for details and conditions. Once an employee has exhausted the available 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 6 above.

Question 7: Can employees use vacation time in less than full-day increments?

Yes. Available vacation can be used in increments as provided in the applicable collective bargaining agreements.

Question 8: If I choose to travel for personal reasons to a foreign country or a domestic location that has been identified as high risk for COVID-19 by the CDC and I am required to self-quarantine for 14 days, will I have to use paid time off for that additional 14 calendar days even if I am asymptomatic?

REVISED Question 8: Due to the progression of the global wide spread ongoing transmission (community spread) of COVID-19, this question was revised to: **If I choose to travel for personal reasons and as a result I am required to quarantine by the CDC, state or local authorities or the company, will I have to use paid time off for any resulting additional time away from work even if I am asymptomatic?**

At this time, the CDC has announced that COVID-19 is a pandemic and issued strong recommendations against both international and domestic travel. If an employee chooses to take vacation and is impacted by the CDC's COVID-19's self-quarantine requirements and is unable to make Flexible Work Arrangements with management, he/she may first use any remaining vacation time. Otherwise, the days are unpaid. Please note, though, that if this employee becomes symptomatic, sick leave will be available under existing labor agreement provisions relating to illness.



EFFECTIVE APRIL 1, 2020: **Response to Revised Question 8:** Given the current state of CDC travel advisories, company travel guidance and requests for advance notice and state laws relating to sheltering in place in each of our jurisdictions, we would not expect to encounter these types of requests after April 1, 2020. Any such requests will be addressed on a case-by-case basis. Generally, if an employee chooses to engage in avoidable personal travel during this time, is impacted by self-quarantine requirements by the CDC, state or local authorities or company-ordered quarantine and Flexible Work Arrangements are not approved following employee discussions with their leader, the employee should not expect resulting absences to be eligible for Company-provided COVID-19 Paid Absence. In that event, the employee must first use any remaining vacation time after which the days will be unpaid. Please note, though, that if this employee becomes symptomatic, sick leave will be available under existing labor agreement provisions relating to illness.

Question 9: How will the Company handle incremental business-related expenses for employees who work remotely?