

Employees who are working remotely are doing so on a voluntary basis and therefore are not eligible for business related expenses.

Question 10: Is COVID-19 an FMLA-covered serious health condition?

It depends on the circumstances. If an employee or their immediate family member is being treated for a serious health condition, then it could be covered under FMLA guidelines if they are being treated by a medical professional and approved by The Hartford for FML. Absences due to mild or moderate illnesses generally will not meet the requirements for FML.

Question 11: If an employee is exposed to COVID-19 during the normal course of their work duties and is unable to report to their usual work location, and the Company does not approve Flexible Work Arrangements, will the Company pay the employee at the Company's expense for the duration for that absence?

The Company will pay the employee for basic hours missed (no overtime hours) at the Company's expense for the duration of that absence – the duration of any quarantine period required by the Company or federal or state health authorities. Additional paid absences for an employee in this scenario will be assessed for potential workers' compensation benefits under applicable state law.

If the employee tests positive for COVID-19 and continues to miss work for the duration of the illness, the Company will continue to make employee whole by providing pay for the lost basic hours without requiring the employee to use sick leave, vacation or other paid leave available under applicable pay practices.



EFFECTIVE APRIL 1, 2020: Please note the Company provided COVID-19 Paid Absence described in Response to Question 2 above does apply to absences described in Response to Question 11 and would count toward the available 80 hours of COVID-19 Paid Absence. However, consistent with the prior Response to Question 11, as noted above, if the employee tests positive for COVID-19 and continues to miss work for the duration of the illness, the Company will continue to make the employee whole by providing pay for the lost basic hours without requiring the employee to use sick leave, vacation or other paid leave available under applicable pay practices.

Question 12: May an employee refuse to come to work due to a fear of becoming infected with COVID-19? And, if they refuse to report to work, will they be paid?

If the employee has a reasonable, good faith belief that their safety is at risk, they should report that to their leader.

The management may consider whether Flexible Work Arrangements are appropriate for that employee. If an employee chooses to stay home without management approval, it will be deemed a counted absence against the absenteeism policy and handled in the same manner as any other absence not covered by sick or excused ab