

Temporary Pandemic Travel and Paid Administrative Leave Policy

Travel Policy

All business travel must be approved by a Vice President. Employees are not compelled to travel and should communicate any concerns to their Vice President or Human Resources. If an employee is concerned about traveling, they can work with their manager to cancel their travel and explore other ways to satisfy business needs.

- Employees returning from any business travel from outside of the United States will be required to work from home for a 14-day incubation period.
 - If the company determines that the employee is in a role that is not conducive for working remotely, then the employee will be put on a 14-day paid administrative leave. The employee will **not** be required to use personal time or vacation during this period.
- Employees returning from a personal trip outside of the United States that began prior to March 16, 2020 will be placed on a 14-day paid administrative leave.
- Employees who have a personal trip outside of the United States that begin after March 16, 2020 will be required to stay home upon their return. This time **will be** paid by personal time, vacation or time off without pay.

Paid Administrative Leave – High Risk Medical Condition

Medical documentation will be required. Documentation should be sent to Disability Services. Once verified the following will be in place:

- Employees who have a high risk medical condition with the ability to work remotely will be allowed to do so
- Employees who have a high risk medical condition and does not have the ability to work remotely will be placed on paid administrative leave

Paid Administrative Leave – Possible Exposure

After consultation with the company's occupational health nurses the following will be in place:

- Employees who have possibly been exposed to COVID-19 will be required to work remotely for 14 days if they have the ability to do so.
- Employees who have possibly been exposed to COVID-19, but does not have the ability to work remotely will be placed on paid administrative leave for 14-days

Paid Administrative Leave – Confirmed Positive Test

After consultation with medical authorities if an employee has been confirmed positive for COVID-19 the following will be in place:

- Employees who have tested positive for COVID-19 will be placed on paid administrative leave for up to 28 days. If the employee is still experiencing symptoms after the 28 days, the employee will be put on short-term disability. The waiting period will be waived.

Paid Administrative Leave – Day and Family Care/School Closures

Employees who are experiencing issues securing child/family care or school closures related to COVID-19 and are not in a position that allows for telecommuting should work with their leader and Human Resources to discuss potential solutions to their work schedule, including, but not limited to, use of personal time/vacation, floating holidays or other special leave. Employees may be required to provide documented verification from their dependent's care or education facility/district. Up to an additional 80 hours of floating holidays may be provided to affected employees. In the event that the closures is longer than two weeks this policy will be reviewed and/or revised.

Paid Administrative Leave – Local/State/Federal Mandate to Shelter in Place

Employees who are required to stay at home as the result of a local, state or federal shelter in place order, or something similar, and are not in a position that allows for telecommuting should work with their leader and Human Resources to discuss potential work alternatives and/or solutions to their work schedule, including, but not limited to, redeployment, use of personal time/vacation, floating holidays or other special leave.. In the event that the shelter in place mandate is longer than two weeks, this policy may be reviewed and/or revised.