

COVID-19 RESPONSE

Human Resource Considerations

Situation	What should I do?	What will the company do?
<p>You are sick, other illnesses have been ruled out, and you are diagnosed by a Health Care Provider (HCP) as having COVID-19 (C-19).</p> <p>Or you have a dependent family member who has been diagnosed with C-19 and you need to care for them.</p> <p>Or you've been in close contact (within 6 feet or 2 meters, for 15 minutes or longer) with an individual who has been diagnosed with C-19 and are required to be quarantined.</p>	<p>Use standard local sickness policy protocol, and contact your HCP to be assessed.</p>	<p>If you are quarantined or you must be placed off work to care for a quarantined dependent, you will receive 2 weeks off at regular base pay.</p>
<p>You are an employee who is required to work in a company facility and are pregnant or 65 years of age or older, and you are concerned about working and potentially being at a higher risk if you contract the virus.</p>	<p>If you meet either of these criteria, you can request to your manager and HR/Leave Administration Unit (LAU) to take a voluntary emergency response leave.</p>	<p>If an employee meets either of these criteria, they will receive short-term disability (STD) equivalent pay through May 31, 2020. The 7-day waiting period will be waived.</p>
<p>You are concerned based on your individual high risk health concern and potentially being at a higher risk if you contract the virus.</p>	<p>To be considered for a medical accommodation, you would need to contact your HCP to be assessed and provide medical certification to HR / LAU (US).</p>	<p>If an employee provides the appropriate documentation from their HCP, they will receive short-term disability (STD) equivalent pay through May 31, 2020. The 7-day waiting period will be waived.</p>
<p>You have a dependent or immediate member of the family living at home who has an individual high risk health concern that potentially puts them at a higher risk if they contract the virus.</p>	<p>To be considered for a medical accommodation, your dependent or immediate member of the family living at home will need to provide an HCP medical certification to HR / LAU (US).</p>	<p>Allow employees to use PTO/Annual Leave or take unpaid excused time off through May 31, 2020.</p>
<p>Local schools shut down.</p>	<p>Use offered flex shifts or PTO.</p> <p>Logistics to be determined and offered based on local site capabilities.</p> <p>You can apply for a childcare hardship through department leadership.</p>	<p>We will provide flexible shifts, PTO, and childcare hardships will be granted at company discretion week by week. These actions will not impact perfect attendance.</p>

Situation	What should I do?	What will the company do?
You work in a major metro area and have to commute via very crowded public transit.	Follow local company guidance. Use available flexible schedules (come in/leave during non-peak commute times).	Allow employees to use flexible schedules.
You voluntarily go against company travel policy and visit a country or area with known travel restrictions.	You will need to cover any quarantine time (14 calendar days) with your own PTO/Annual leave (depending on local employment laws).	Allow employees to use PTO/Annual Leave or take unpaid excused time off.