COVID-19 (Novel Coronavirus) Pay Practice Guide

Purpose:
The purpose of this guide is to clarify when and how the company will pay eligible employees who are impacted during the national outbreak of the COVID-19 (Novel Coronavirus). Since this is an evolving nationwide crisis, the company is modifying its practices and policies as the crisis continues to change.

Effective Date:
The pay practice described in this document is effective August 26, 2020 for affected eligible GMR employees.

Eligibility:
Frontline Caregiver, First Responder or Essential Support Employee defined as an employee required to be physically present in company facility for job, i.e., VST, Dispatch/Comms Controller, A2C Call Taker, Pilots, Maintenance and who has logged work hours within 14 days prior to exhibiting symptoms.

Process:
Employees displaying potential COVID+ symptoms by failing shift screening (i.e., running fever) calls into or reports to their supervisor that they have potential COVID+ symptoms.

1. Not allowed to work for the immediate next 48 hours and instructed to utilize/register using the MAST/FAST tool.
2. Operations Supervisor files Stars Workers Comp report only or Employee must file a Workers Comp claim in states that manage and administer Workers Comp (i.e., Washington state). Operations Supervisor or Scheduler to notify payroll of initial 48 hour isolation by completing Smartsheet
3. Company will continue the employee’s pay only for any scheduled shifts/hours missed during the first 48-hour period by a fulltime or part-time employee. Operations Supervisor and/or Scheduler enter the employee information into the Updated Ground or Air COVID 19 Smartsheet to notify Payroll.
4. After the 48-hour time period, employees must utilize MAST/FAST/Return to Work (RTW) to inform the company if symptoms abate or worsen.
a. If symptoms abate, RTW tool should be used to confirm clearance and provide instructions to return to work using appropriate PPE, i.e., mask, etc.

b. If symptoms continue or worsen, the MAST response email instruction will be provided to contact a medical provider and/or seek COVID-19 testing.
   i. Operations Supervisor updates Stars Workers Comp to indicate medical attention sought.
   ii. Operations Supervisor provides employee with Workers Comp claim number to provide to healthcare provider or testing site for potential Direct invoicing.
   iii. If direct invoicing is unavailable and the employee incurs the medical provider and/or testing expense, they should provide the payment receipt to the Operations Supervisor for reimbursement from Workers Comp administrator.

c. Regular work/shift pay continuation ceases after 48 hours and PTO and/or sick pay (sick pay if applicable) is applied to employee (unless employee opts not to use PTO or sick pay) for time off up to 14 days going forward (employee should apply for Short-term-disability when approaching or after 14 days). Note: if COVID+, PTO payments resulting in a negative PTO balance will be allowed not to exceed eighty (80) hours. Once negative balance of eighty (80) hours is met, no further payment of PTO until balance is positive or account is credited. PTO applied is for missed regular scheduled shifts only.

d. Part-time employees will have time without pay or may use any state mandated sick pay as applicable. No negative sick pay balance will be allowed. Any pay amount for lost work hours for part-time employees after the initial 48 hours will be determined and paid by our third-party administrator as prescribed by state Worker’s Compensation regulations or by the state administered Worker’s Compensation agency.

e. Employees will be instructed by MAST response email to notify The Reed group to apply for LOA.

f. Employee updates status as prescribed by provider (i.e., Drs. Note) and/or test results (positive or negative) through the MAST.
   i. If a COVID test is confirmed positive, employee updates MAST with results and providers guidance for isolation.
      1. Operations Supervisor files Workers Comp update of confirmed positive.
      2. Operations Supervisor, Scheduler and/or area Human Resources will notify the employee and Payroll team that all PTO and/or paid sick pay up to 14 days during this instance will be credited back to the employee’s accrual balance using Air or Ground COVID 19 Smartsheet.
      3. At or before 14 days of instance fulltime employees must alert The Reed group to apply for Short-term-disability.
4. In the event of recurring medical treatment or required hospitalization due to COVID+, Workers Comp updated for potential payment of incurred medical expense and lost days.
5. Employee notified by MAST/FAST email system to return to work when criteria are met.
6. Employee must provide to operations, base or department supervisor a clearance notice to return to work from medical provider.
   ii. If COVID test is confirmed negative, employee updates RTW tool with result and medical providers guidance for the system to provide guidance for return to work precautions.
      1. Employee instance will be treated as any normal illness.
      2. **PTO and/or sick pay hours paid will not be credited back to the employee as would be the case for any other non-COVID related illness.**
      3. Operations Supervisor, Scheduler or Area HR will notify Payroll using the Air or Ground COVID 19 Smartsheet.
      4. Employee returns to work without restriction after illness symptoms abated.

5. If after 48-hour time period employee does not follow up with MAST/FAST system will send notification email to employee.
   a. Reminder for employee to update MAST/RTW with status/results/provider guidance, etc.
   b. Notice that regular payment for any missed scheduled work hours/shifts will convert to usage of available PTO/sick pay hours up to 14 days (unless employee opts not to use PTO or sick pay) and employee should apply through The Reed Group for LOA and/or short-term-disability.
   c. Part-time employees may use any state mandated sick pay as applicable and available; otherwise, no pay.
   d. **No credit of PTO/Sick hours paid applies until MAST follow up occurs with confirmed COVID+ result within 14 days of symptoms onset. Operations Supervisor, Scheduler or Area HR will notify Payroll by use of the Air or Ground COVID 19 Smartsheet.**