

COVID-19 (Novel Coronavirus) Pay Practice Guide

Revision

December 21, 2020

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 and more accessible testing becomes available.

Effective Date:

The pay practice described in this document is effective December 21, 2020 for affected eligible GMR employees not currently working in California and covered under California AB 1867. All previous pay practices are null and void.

Eligibility:

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

Process:

Full time and part-time employees displaying potential COVID+ symptoms by failing shift screening (e.g., running fever) calls into or reports to their supervisor that they have potential COVID+ symptoms. At this point, the employee is not allowed to work and instead is instructed to utilize/register using the GMR Screening Tool.

1. GMR Screening Tool will be triggered to remove employee from work and the employee will be directed by local operation leadership to the nearest GMR designated rapid testing facility or community based rapid testing facility within a 24 hour time period (the testing period).
2. Employee must report to identified GMR or community based rapid testing facility as directed by local operation supervisor as soon as possible, but no later than within the next 24-hour period.
3. Any regularly scheduled work hours missed within the allotted 24-hour testing time period will be paid to the employee after the instruction to test has been provided.

4. Travel time to and from the testing site outside of the employee's normal work commute will be paid at the employee's regular rate if outside the regular scheduled shifts/hours within the first 24-hour period. The employee may submit for mileage reimbursement for mileage traveled above the miles traveled on their normal work commute.
5. Employee receives COVID test from testing facility and waits for results.
6. Employee must immediately report test results to home operation supervisor for the purposes of initiating a Workers' Compensation report in Stars.
7. Supervisor or designated employee files Stars Workers Comp notice only (WCNO) or Employee must file a Workers Comp claim in states that manage and administer Workers Comp (e.g., Washington state). Employee Supervisor, Scheduler or HR to notify payroll of initial date and time of employee removal from work by completing COVID-19 Smartsheet for air or ground employees.

Positive Test Result:

1. Positive result is reported using GMR SafeRestart tool and home operation by employee.
2. Employee removed from work to isolate.
 - a. If symptoms continue or worsen, employee must utilize GMR Screening Tool for further instructions and notify supervisor or HR of the need to seek elevated medical treatment. In the event of recurring medical treatment or required hospitalization due to COVID+, Workers Comp should be updated for potential payment of incurred medical expense and lost days.
 - b. Supervisor or designated employee updates Stars Workers Comp to indicate medical attention sought.
 - i. Operations Supervisor provides employee with Workers Comp claim number to provide to healthcare provider or testing site for potential direct invoicing.
 - ii. 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.
3. Supervisor or designated employee files Workers Comp update of confirmed positive.
4. Company will continue the employee's pay for any regular scheduled shifts/hours missed during the first 24-hour period, and will continue pay for any missed regular scheduled shifts/hours through the next consecutive 216 hour (9 days) time period or until worker's compensation payments begin. Supervisor or designated employee will enter the employee information into the Updated Ground or Air COVID 19 Smartsheet to notify Payroll.
5. Employee isolated due to positive COVID test must use the GMR SafeRestart Return to Work (RTW) tool at 240 hours (10 days) from start of symptoms or 240 hours (10 days) from test collection date if asymptomatic. RTW tool will provide next step guidance.
 - a. Improving Symptomatic and Asymptomatic Positives Employee instructed to return to work using appropriate PPE and hygiene precautions.

- b. Continued Symptomatic Positives: Employee instructed to seek additional medical care. Employee payments should now be handled through Worker's Compensation administrator. Ensure a claim has been filed with Workers' Comp and employee's pay is being addressed.
6. Part-time employees will be paid for any regular scheduled shifts/hours during the first 24-hour period after reporting or determining symptoms are present. Part-time employees must utilize the GMR Screening Tool and report for testing if instructed to do so. After the first 24-hour period, part-time employees may have time off 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 24 hours will be determined and paid by the company's third-party administrator as prescribed by state Worker's Compensation regulations or by the state administered Worker's Compensation agency.
7. Employees will be instructed by GMR Screening Tool response email to notify The Reed Group to apply for LOA.
8. Employee updates status as prescribed by provider (i.e., Dr's. Note) and/or test results (positive or negative) through the GMR Screening Tool.

Negative Test Result:

1. Negative test result is reported to GMR Screening Tool and to home operation by employee.
2. Employee is deemed to be COVID negative by test and cleared to return to work by GMR SafeRestart tool.
 - a. Company will continue the employee's pay only for any regular scheduled shifts/hours missed during the allotted 24-hour testing period to ensure testing is complete.
 - b. Employee cleared to return to work after negative test must:
 - Practice good hand washing and comply with social distancing guidance from the Centers for Disease Control (CDC).
 - Continue to use masks and appropriate PPE as outlined in the GMR PPE policy.
 - Continue to self-monitor for COVID-19 symptoms listed here <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - If you feel like you may be developing any symptoms, please complete the GMR SafeRestart Daily Screening Tool for additional guidance.
 - c. Employees testing COVID negative who have new or unexplained difficulty breathing, have lost taste or smell, and those who have unresolved fever and symptoms of an illness that are not improving and are not cleared to return to work due by GMR SafeRestart Return to Work tool or by the local operations supervisor will be treated as having any normal illness and any regular scheduled shift/hours missed will be paid as PTO/Sick pay or time without pay until employee is well enough to return to work. Supervisor or designated employee

will enter the employee information into the Updated Ground or Air COVID 19 Smartsheet to notify Payroll.

- d. Employees with a non-COVID illness utilizing PTO/Sick pay may not enter into a negative balance situation.
3. Employee continues to monitor symptoms and report worsening of condition for possible second testing for COVID-19.
 - a. Additional COVID testing may be recommended based on continued symptoms.
4. Employee must use the RTW tool to report having no fever and symptoms improving for a 24-hour period.
5. Employee notified by GMR Screening tool email system to return to work when criteria are met.
6. Employees cleared to return to work must:
 - a. Practice good hand washing and comply with social distancing guidance from the Centers for Disease Control (CDC).
 - b. Continue to use masks and appropriate PPE as outlined in the GMR PPE policy.

Potential Exposure to COVID-19 Positive Coworker:

1. Employee is notified of potential exposure.
2. Supervisor or designated employee files a Stars WCNO
3. Employee may continue normal duties with required PPE and provided no symptoms exhibited.
4. Employee must use the GMR Screening tool for screening and must enroll in active monitoring for symptoms.
5. Employee provided COVID-19 testing as appropriate after last exposure.
 - a. Employee will be paid only for hours worked related to traveling to test site, receiving test and returning to home operations.
 - b. If test is positive for COVID refer to steps above under Positive Test Results.
 - c. If test is negative and employee is still without symptoms, they may continue with normal work schedule.
 - i. Employee must use the GMR Screening tools prior to each shift.
 - ii. Employee must always wear required PPE.
 - iii. Employee must continue active monitoring for a period of 336 consecutive hours (14 days).
6. If a potentially exposed employee begins to exhibit any COVID-19 symptoms or fails the screening tool process they will be immediately removed from work and directed to undergo COVID-19 testing. The previous outlined process for a positive or negative test result will be followed.