

COVID-19 (Novel Coronavirus) Pay Practice Guide

Revision

January 11, 2022

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 accessible testing becomes available.

Effective Date:

The pay practice described in this document is effective January 11, 2022 affected eligible GMR employees. 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 7 days prior to exhibiting symptoms.

Process:

Full time and part-time employees displaying symptoms of an illness should call into or report to their supervisor that they have symptoms. The employee is not allowed to work or should remove themselves from the workplace and is instructed to utilize the GMR SafeRestart Screening Tool.

1. GMR SafeRestart will require the removal of the employee from the workplace 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 awaits results.
6. Employee must immediately report test results (positive or negative) to home operation supervisor for the purposes of initiating a Workers' Compensation (WC) report.
7. Employee enters test result (positive or negative) into GMR SafeRestart for additional guidance.
8. Supervisor or designated employee files Workers Compensation Notice Only (WCNO) or Employee must immediately reports Workers Compensation claim in states that manage and administer Workers Compensation (e.g., Washington state) by calling the Sedgwick claims line at 1-833-467-1860.
9. Employee Supervisor to notify their respective timekeeping team of the initial date and time of employee removal from work.

Positive Test Result:

1. Positive test results under normal operation or CRISIS capacity strategy (defined as critical staffing shortages inhibiting operations) will be treated as described in A and B below.
 - A. If an operation or base is operating under normal conditions, the employee is removed from work to isolate for five (5) days¹ from the date of positive test result.
 - B. If an operation, base, State or local EMS authority has implemented CRISIS capacity strategies due to acute staffing shortages, those who have tested positive but are asymptomatic or mildly symptomatic² will be assessed on a case-by-case basis on their ability to continue working with face coverings or proper PPE. Regulatory agencies may describe specific symptom criteria.
2. If during isolation or while working during CRISIS capacity strategy symptoms worsen or return, employees must utilize GMR SafeRestart for further instructions and notify their supervisor of the need to be removed from the workplace. In the event of recurring medical treatment or required hospitalization due to COVID+, the Workers Compensation record should be updated for potential payment of incurred medical expense and lost days.
 - a. Supervisor or designated employee updates Workers Compensation to indicate medical attention sought by contacting the Workers Compensation Administrator (Sedgwick).
 - b. Operations Supervisor provides employee with Workers Compensation claim number to provide to healthcare provider or testing site for potential direct invoicing.

¹ Unless state or local requirements state otherwise (i.e. OR and WA require 7 days)

² Without fever for 24 hours **and** had no or improving symptoms

- c. 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 Sedgwick.
3. Supervisor or designated employee files Workers Compensation 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 (the initial testing period). Pay will continue for any missed regular scheduled shifts/hours throughout the next consecutive 96-hour (4 days) time period or until worker's compensation payments begin. The employee's supervisor will coordinate with local timekeeping team to ensure the payments described above are processed and adjust payment eligibility to align with applicable Workers' Compensation activation. GMR payments will stop after the 120-hour (5 day) time period. Actual payment reporting will be tracked by a unique earnings code established within WorkDay. Depending on the State there may be a gap between this five-day bridge period and the activation of Workers' Compensation benefits.
5. Employees isolated due to positive COVID test must use the GMR SafeRestart Return to Work (RTW) tool at 120 hours (5 days) from test collection date if asymptomatic or symptoms improving³. SafeRestart will provide next step guidance:
 - a. Improving Symptomatic and Asymptomatic Positives Employee instructed to return to work using appropriate face covering or PPE and hygiene precautions.
 - b. Continued Symptomatic: Employee instructed to seek additional medical care or continued isolation. Employee payments will now be handled through the Workers' Compensation administrator (Sedgwick). 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 GMR SafeRestart 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 Workers' Compensation administrator.

Negative Test Result:

1. 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.
2. 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 facial coverings and appropriate PPE as outlined in the GMR PPE policy.

³ Asymptomatic employees returning to work under CRISIS Capacity standards will use the SafeRestart RTW tool at any time during the initial 5-day period.

- 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 new or worsening symptoms, notify your supervisor, remove yourself from the workplace and complete the GMR SafeRestart Screening Tool for additional guidance.
3. 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 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.
 4. Employees with a non-COVID illness utilizing PTO/Sick pay may not enter into a negative balance situation.

Potential Exposure to COVID-19 Positive Coworker:

1. Employee is notified of potential exposure.
2. Supervisor or designated employee files a WCNO
3. Employee may continue normal duties with required face covering or PPE provided no symptoms present.
4. Employee should use GMR SafeRestart if any symptoms of illness develop.