

March 20, 2020

Guidance Regarding COVID-19 - The following temporary guidelines apply to Cleveland Operations Hourly Employees and will remain in place until further notice.

- **Employees who test positive for COVID-19 (and have appropriate documentation)**
 - Employees will be expected to self-quarantine for 14 days and will be paid 40 hours at straight time for up to the first 7 calendar days. This will be calculated as 8 hours per day for all scheduled days up to 7 calendar days. The remaining 7 days may qualify for short term disability.
- **Employees who have not tested positive for COVID-19 but are required to be quarantined by an appropriate government entity, a health authority or at company request (and have appropriate documentation)**
 - Employees will be expected to self-quarantine for 14 days and will be paid 40 hours at straight time for up to the first 7 calendar days. This will be calculated as 8 hours per day for all scheduled days up to 7 calendar days. The remaining 7 days may qualify for short term disability.
- **Employees who request time off to care for a family member at home who has tested positive for COVID-19 (and have appropriate documentation)**
 - FMLA policies should be followed
 - At the conclusion of caring for an infected family member, the employee must self-quarantine for a 14-day and will be paid 40 hours at straight time for up to the first 7 calendar days. This will be calculated as 8 hours per day for all scheduled days up to 7 calendar days. The remaining 7 days will be considered an unpaid leave of absence, which can be requested through their supervisor (our normal process).
- **Employees who want to self-quarantine because they believe they are at-risk or have an at-risk individual living with them**, should discuss the situation with Medical/HR and a supervisor/manager to make a decision in the best interest of the individual and the business
 - Employees who will be taking off work for this type of situation will be given the choice of using vacation time (if any is available) or taking an unpaid leave of absence, which can be requested through their supervisor (our normal process).
- **Employees who want to self-quarantine out of precaution**, should discuss their concerns with Medical/HR and a supervisor/manager to make a decision in the best interests of the business
 - Employees who will be taking off work for this type of situation will be given the choice of using vacation time (if any is available) or taking an unpaid leave of absence, which can be requested through their supervisor (our normal process).

- **Employees who are sick with COVID-19 symptoms and do not report to work based on company screening guidelines (Stop Guidance/Passive Screening)**
 - Employees will be expected to self-quarantine for the earlier of 14 days or confirmation of a negative COVID-19 test and will be paid 40 hours at straight time for up to the first 7 calendar days. This will be calculated as 8 hours per day for all scheduled days up to 7 calendar days. The remaining 7 days may qualify for short term disability. Documentation will be required.
 - If documentation cannot be provided, employees will be given the choice of using vacation time (if any is available) or taking an unpaid leave of absence, which can be requested through their supervisor (our normal process).
- **Employees with COVID-19 symptoms who are sent home for further medical evaluation**
 - Employees in this situation should not go back to their work area. Instead, Medical will work with the employee's department to retrieve any critical items (ex. car keys). Employees will be paid for the first day away from work (day being sent home). After that, employees will be expected to self-quarantine for the earlier of 14 days or confirmation of a negative COVID-19 test and will be paid 40 hours at straight time for the first 7 days. This will be calculated as 8 hours per day for all scheduled days up to 7 calendar days. The remaining 7 days may qualify for short term disability.

Given the potential for the federal or state government to issue some form of paid sick leave policy, any period of paid leave referenced in this document would be offset by any government-provided benefit for the same period.

If you have questions related to medical conditions, symptoms, health concerns, etc, please call Medical at 216-641-4061.

If you have HR-related questions, please call 216-641-4481.