



**May 13, 2020 (REVISED)** – THIS REPLACES THE PREVIOUS GUIDANCE ISSUED ON MARCH 29, 2020

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

In accordance with revised CDC guidelines, employees may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them, including social distancing and protective face coverings.

**Therefore, the following updates are now in effect.**

- **Employees who test positive for COVID-19**
  - Upon quarantine employee may apply for unemployment and short-term disability benefits.
  - The employee must notify the medical department and remain in quarantine until the following return to work criteria is met:
    - At least 7 calendar days have passed since symptoms consistent with COVID-19 first appeared
    - Fever-free for at least the 72 hours immediately preceding return to work date without using fever-reducing medications, e.g. Tylenol, paracetamol, aspirin
    - Notable improvement in respiratory symptoms, e.g. no cough, no shortness of breathIf all three criteria are met there is no need to further quarantine.
  
- **Employees who have not tested positive for COVID-19 and have been exposed to someone with COVID-19 will be subject to the following:**
  - **Regular Monitoring:** Before leaving for work and upon arrival at home after work, the employee self-assesses for COVID-19 symptoms (see last page for self-assessment form)
  - **Wear a Mask:** As of May 4<sup>th</sup>, this is a mandatory requirement
  - **Social Distance:** The employee should practice social distancing and maintain 6 feet between others.
  - **Pre-Screening for potentially exposed employees:** The employee's temperature and symptoms are assessed prior to starting work. Temperature checks will be conducted in the medical department immediately after entering the turnstiles.
  
- **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
    - Employees may request vacation or a personal leave of absence, that may/may not be approved, based on the specific situation and according to the needs of the business. Personal leaves of absence can be requested using the standard leave of absence form which can be requested through the employee's supervisor (our normal process).



- **Employees who are sick with COVID-19 symptoms and do not report to work based on company screening guidelines. See self-assessment form**
  - Call primary care physician for medical assessment
  - The employee must notify the medical department.
    - If there is a confirmed COVID-19 diagnosis, the employee may apply for unemployment and short term disability benefits.
  - Employee may be returned to work if all 3 criteria below are met:
    - At least 7 calendar days have passed since symptoms consistent with COVID-19 first appeared
    - Fever-free for at least the 72 hours immediately preceding return to work date without using fever-reducing medications, e.g. Tylenol, paracetamol, aspirin
    - Notable improvement in respiratory symptoms, e.g. no cough, no shortness of breathIf all three criteria are met there is no need to further quarantine.
  
- **Employees who want to self-quarantine because they believe they are at-risk or have an at-risk individual living with them, or Employees who want to self-quarantine out of precaution, should discuss the situation with Medical/HR and with a supervisor/manager to make a decision in the best interest of the individual and the business**
  - Employees may request vacation or a personal leave of absence, that may/may not be approved, based on the specific situation and according to the needs of the business. Personal leaves of absence can be requested using the standard leave of absence form which can be requested through their supervisor (our normal process).
  - If approved, a COVID-19 self-quarantine personal leave of absence is for either 7 calendar days or 14 calendar days, depending on the situation.
  
- **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 expected to begin self-quarantine and may apply for unemployment and/or short-term disability.
  - Employee may end their quarantine and return to work if all 3 criteria below are met:
    - At least 7 calendar days have passed since symptoms consistent with COVID-19 first appeared.
    - Fever-free for at least the 72 hours immediately preceding return to work date without using fever-reducing medications, e.g. Tylenol, paracetamol, aspirin
    - Notable improvement in respiratory symptoms, e.g. no cough, no shortness of breathIf all three criteria are met there is no need to further quarantine.

**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.**



## Howmet Employee Self-Assessment Form

- **Before leaving for work and when you get home, please self-assess for the following:**
- **DO NOT** come to work and notify your plant Medical Department if any of the following are identified in your self-assessment:
  - Temperature **GREATER** than 100.4 F (38 C)\*
  - If you are taking Tylenol/Paracetamol, Advil or similar medicine to reduce your temperature
  - New or frequent dry cough without mucus
  - Difficulty breathing or shortness of breath

Please contact your plant HR or medical professional regarding your ability to come to work if within the past 14 calendar days you have:

- traveled outside of your community (excluding your daily commute) to areas with high COVID case counts such as Michigan, New York, New Jersey, Washington
- traveled outside of your country to an area of widespread community transmission as defined by the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>).

\* If you do not have a thermometer and are unable to take your temperature, please complete the other questions and if any are identified, contact Cleveland Works Medical Dept.