



**January 22, 2021 (REVISED) – THIS REPLACES THE PREVIOUS GUIDANCE ISSUED ON NOVEMBER 5, 2020 TO MATCH CDC QUARANTINE GUIDELINES**

**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:**

- **Overall comments about COVID-19 Testing**
  - Employees who take COVID-19 tests are strongly encouraged to take a Polymer Chain Reaction (PCR) COVID-19 test. The results of COVID-19 tests other than the PCR test (ie rapid tests) have been proven to be less accurate than the PCR test. For this reason, negative results of any tests other than PCR tests cannot be relied on by the Company. Therefore, employees who are required to provide a negative COVID-19 test prior to coming back to work during a required period of quarantine under these guidelines must provide a negative PCR COVID-19 test or they will continue to be required to quarantine for the periods referenced in this document.
- **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 10 calendar days have passed since symptoms consistent with COVID-19 first appeared
    - Fever-free for at least the 24 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:**
  - The Medical Department will identify if the employee meets the following criteria: Was the employee in close contact with someone confirmed or suspected of having COVID-19? The timeframe for having close contact with the person (suspected of having COVID-19) includes the period of time of 48 hours before the individual became symptomatic (e.g. fever, cough, difficulty breathing). If the Index Person was not symptomatic then the period of time for having close contact is 48 hours before the first positive test sample was collected.
    - If YES “Exposure likely occurred” the employee is sent home until 10 days after the last exposure. The employee is expected to maintain social distance (at least 6 feet) from others



at all times and Self-monitor for symptoms. Note that if, after 10 days, the employee has self-monitored and has not experienced any symptoms, the quarantine period will end if the employee commits to continue to self-monitor and follow all protocols for the remainder of the 14 days:

- If NO – “Exposure likely did not occur”. The employee is permitted to work. The employee should Self-monitor. If the employee develops symptoms, he/she shall not report to work and should seek medical advice. The employee is encouraged to call their health care provider and local health agency with any questions.
  - **Note:** When the Medical Department is informed of a suspected COVID-19 case, contact tracing is performed. As part of that process, the employee with the suspected COVID-19 case is asked who he or she has been in close contact with (defined as being within 6 feet for greater than 15 minutes in a 24-hour period of contact, with or without a mask). Those employees are then contacted to better understand the situation and, if they also confirm close contact, they will also be quarantined.
  - Employees who are quarantined may apply for sickness and accident benefits and unemployment benefits, depending on their specific situations (for example, employees with symptoms should apply for sickness and accident benefits and all quarantined employees should apply for unemployment).
  
- **Employees who request time off to care for a family member at home who has tested positive for COVID-19 (and provide appropriate documentation)**
  - Employees may request vacation or a personal, unpaid 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).
  - Employee can apply for FMLA
  - Employee can apply for unemployment (note that the decision regarding whether an unemployment claim is approved is made by the Ohio Department of Job and Family Services. If the employee is able to provide documentation that a family member who he or she has had close contact with has tested positive, quarantine requirements will apply. In this situation, our understanding is that it is likely that an unemployment claim would be approved, in which case the employee should consider not applying for an unpaid LOA or FMLA for this time.
  
- **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 10 calendar days have passed since symptoms consistent with COVID-19 first appeared
  - Fever-free for at least the 24 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 breath
- If 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 will be sent home through the Medical Pass process and 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 in this situation are strongly encouraged to take a Polymer Chain Reaction (PCR) COVID-19 test and will be expected to begin self-quarantine and may apply for unemployment and/or short-term disability.
    - Employees may end their quarantine and return to work if all 3 criteria below are met:
      - At least 10 calendar days have passed since symptoms consistent with COVID-19 first appeared.
      - Fever-free for at least the 24 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 been vaccinated or have previously tested positive for COVID-19**
    - Employees in this situation are required to the same mask and social distancing requirements as all other employees.
    - In situations where an employee who has been vaccinated or has previously tested positive for COVID-19 is contacted about potential quarantine situations, he or she will work with the Medical department to review the situation, dates of positive case, potential exposure, etc and a decision will be made by the Medical department regarding whether a quarantine period is required based on the guidance available at that time.



Employees are able to monitor their temperatures at work by either visiting the Medical Department or one of the temperature check stations that have been created near many of the entry points to the plant (106 Mezzanine, Gate 5 guardhouse, Building 53 Lobby).

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
  - Loss of taste and smell
  - Difficulty breathing or shortness of breath

Please contact the Cleveland Works Medical Department 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
- 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.