ADDENDUM I COVID-19 Considerations

The 2020-2021 School Year brings a "new normal" in our workplaces. We understand that many employees are concerned about safety as well as any changes to Greenbush policies and procedures. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

What are we doing?

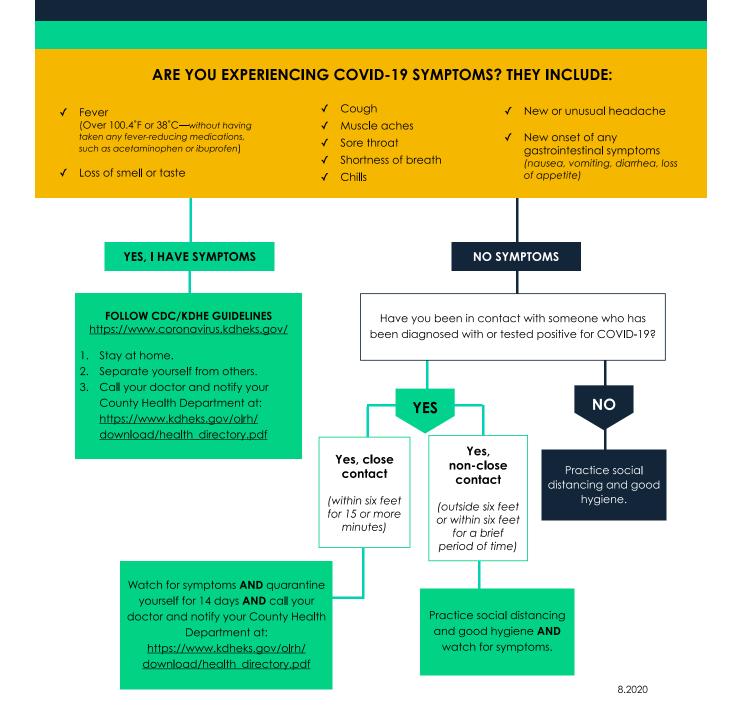
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, so employees are able to clean and disinfect workspaces at Greenbush Locations.
- Hand sanitizer is provided throughout Greenbush locations.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Business hours have been modified to allow for staggered work shifts to reduce the number of people in buildings at one time.
- Meeting rooms, break rooms, and other communal areas have reduced seating and capacity limits at Greenbush locations.
- PPE is available to all staff.

What can you do?

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering if you desire.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment when possible.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.

See Exposure Tree Graphic (next page):

GUIDE TO POSSIBLE EXPOSURE TO COVID-19



What if an employee tests positive?

Generally, employees who are awaiting tests results should already be home quarantining pending results. However, if an employee is onsite, they should be isolated and leave immediately with the least amount of exposure to employees as possible.

Supervisor should obtain information via a phone call about the exposure situation.

Supervisors make required notifications to Employee Resources, Executive Leadership Team, etc.

What if an employee has experienced a "close contact"?

CDC Definition of "Close Contact": A close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to positive specimen collection) until the time the patient is isolated.

CDC Recommendation: Self-quarantine for 14 days from last close contact date; stay home, monitor symptoms, and maintain social distancing (at least six (6) feet) from others at all times. Employee should contact their health care provider for additional guidance.

What if an employee requests an accommodation or flexible work environment?

Greenbush is committed to supporting the safety and well-being of our staff. All requests for work accommodations or flexible work environments will go through an individual decision making process by the employee and department director. See the following process:



Questions to consider include:

- Can the employee's essential job duties be performed in a remote environment?
- Does the employee qualify for Emergency Family Medical Leave?

What conditions make an employee qualified for leave?

- 1. The employee is subject to federal, state, or local quarantine/isolation order related to COVID-19.
- 2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

- 4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
- 5. The employee is caring for his or her son/daughter if the school or place of care of the son/daughter has been closed, or the childcare provider of the son/daughter is unavailable, due to COVID-19 precautions.
- 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

What employees are eligible?

- Employees who meet one of the six conditions are eligible for emergency paid sick leave (two weeks of paid leave) regardless of their tenure as an employee.
- Any employee who has been employed for 30 days is eligible for expanded FMLA leave (up to 12 weeks, total, of paid leave)

See Decision Tree Graphic (next page):

Families First Coronavirus Response Act Decision Tree

Is the employee unable to work or telework due to a need for leave for one of the following six reasons?

4. The employee is caring for an individual subject to an order 1. Employee is subject to a federal, state, or local described in (1) or self-quarantine as described in (2). guarantine or isolation order related to COVID-19. The employee is caring for his or her child whose school or 5. 2 The employee has been advised by a health care place of care is closed (or child care provider is unavailable) provider to self-quarantine due to concerns related to due to COVID-19 related reasons. COVID-19. The employee is experiencing any other substantially similar The employee is experiencing COVID-19 symptoms and 3 condition specified by the US Department of Health and is seeking a medical diagnosis. Human Services. NO YES No emergency leave or expanded FMLA leave is due. Is one of reasons 1-3 listed above? Is one of reasons 4-6 listed above? Full-time employees may YES NO Full-time employees may earn earn up to 80 hours of paid YES up to 80 hours of pay at 2/3 of leave at the employee's the employee's rate of pay, hourly rate, not to exceed not to exceed \$200 per day \$511 per day (\$5,110 (\$2,000 total). Hours earned will total). Hours earned will be be prorated based on the prorated based on the Has the employee worked for the actual contracted workday. actual contracted employer for at least 30 calendar days? workday. For part-time employees, pay the employee 2/3 the average Part-time employees, may number of hours the employee Employee is earn the average number works over a regular 2-week ineligible for leave NO of hours the employee YES period of time. under this new law. works over a regular 2week period of time. Employee is eligible for expanded FMLA Leave on the Is employee unable to work or telework due to following terms: a need for leave to care for his or her child YES whose school or place of care is closed (or child care provider is unavailable) due to • First 10 days may consist of unpaid leave and run COVID-19 related reasons. concurrent with Emergency Paid Sick Leave Act. Note: "Public health emergency" means a • Employee may elect to substitute accrued vacation federal, state, or local COVID-19 emergency. leave, personal leave, or medical/sick leave. "Child care provider" means a provider who • The remaining FMLA period is to be paid to employee at receives compensation for providing child 2/3 employee's regular rate of pay. To calculate the care services on a regular basis. regular rate of pay for part-time employees, employers are to average the number of hours the employee would otherwise be normally scheduled to work looking back at the six-month period prior to the request for leave or, if employee did not work six months, then a reasonable 8.2020 expected average. In no event shall paid leave exceed

\$200 per day and \$12,000 in total.