

# 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?

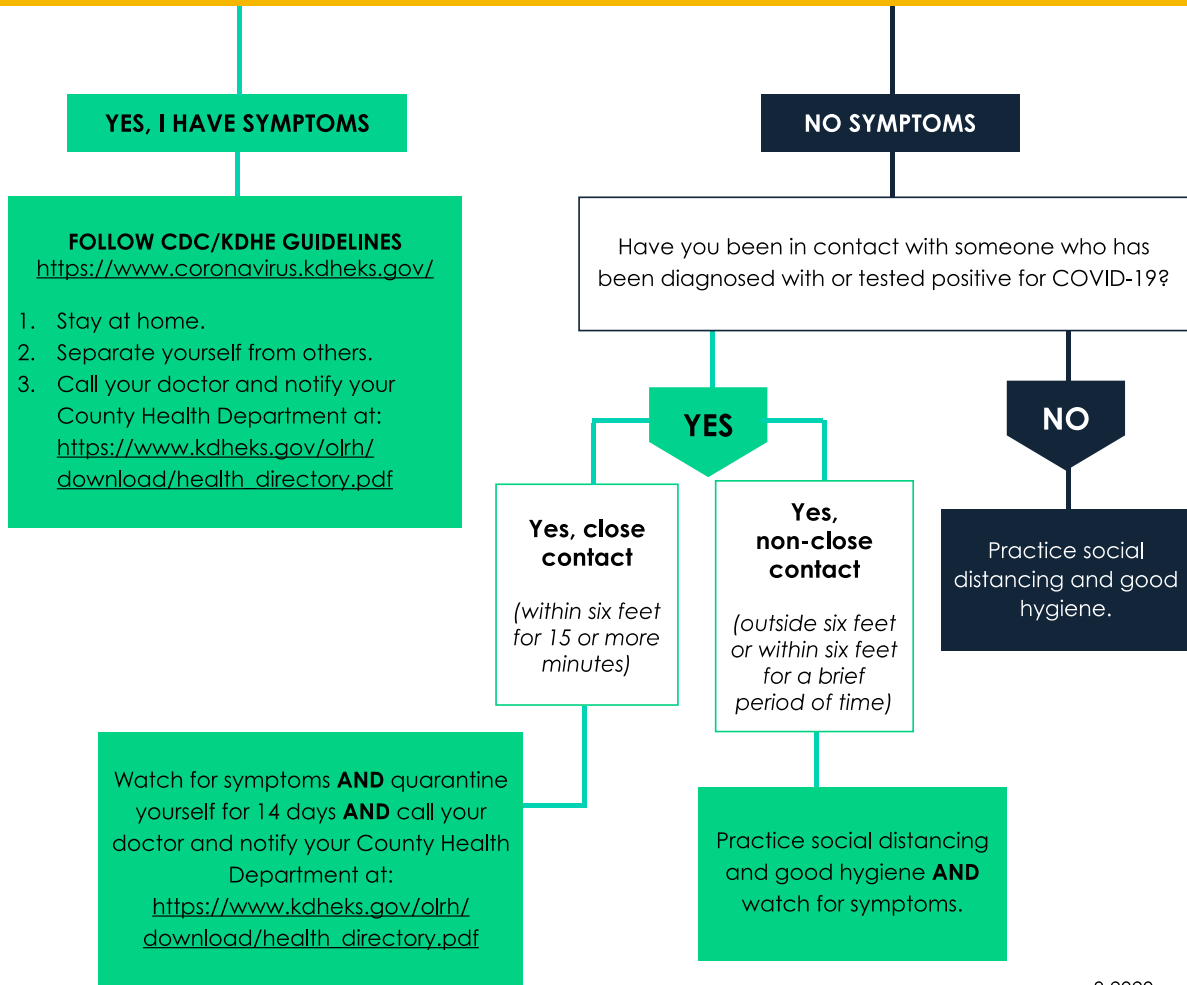
- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering if you desire.
- Replace handshakes with head 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

## ARE YOU EXPERIENCING COVID-19 SYMPTOMS? THEY INCLUDE:

- ✓ Fever  
(Over 100.4°F or 38°C—without having taken any fever-reducing medications, such as acetaminophen or ibuprofen)
- ✓ Loss of smell or taste
- ✓ Cough
- ✓ Muscle aches
- ✓ Sore throat
- ✓ Shortness of breath
- ✓ Chills
- ✓ New or unusual headache
- ✓ New onset of any gastrointestinal symptoms  
(nausea, vomiting, diarrhea, loss of appetite)



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## 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.

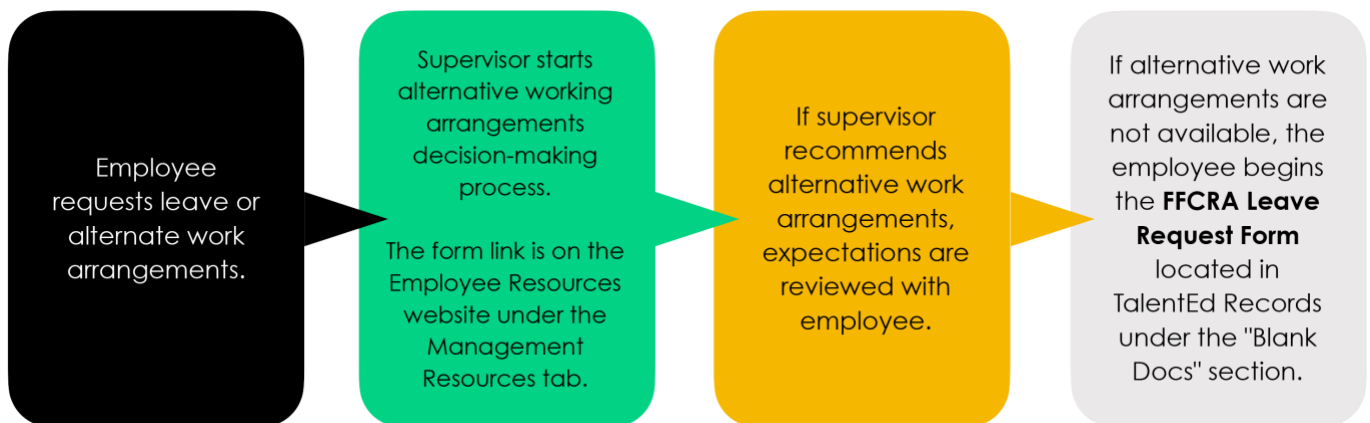
## What if an employee has experienced a “close contact”?

**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?**

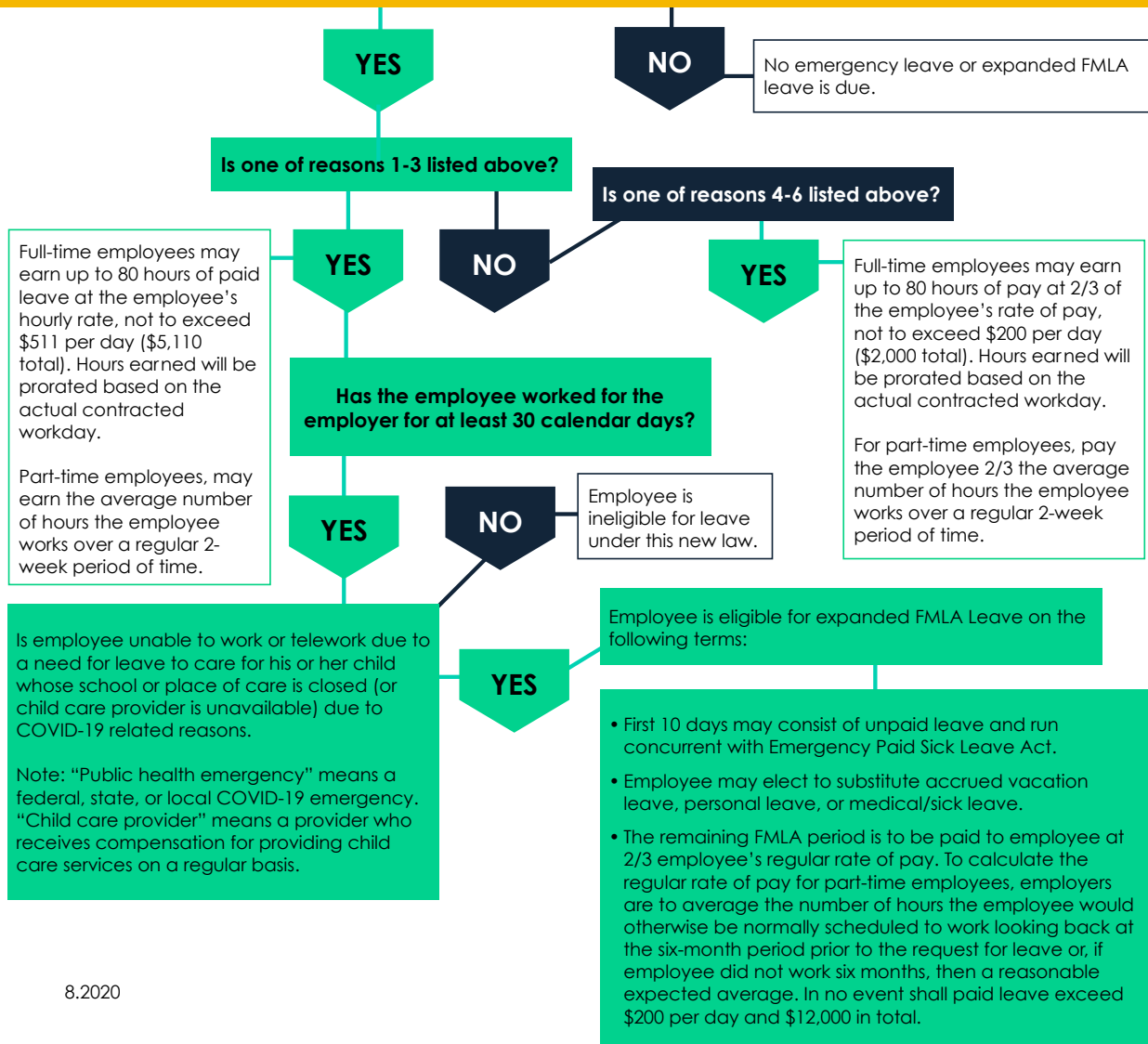
- Employees who meet one of the six conditions are eligible for emergency paid sick leave (two weeks of paid leave) regardless of their tenure as an employee.
- Any employee who has been employed for 30 days is eligible for expanded FMLA leave (up to 12 weeks, total, of paid leave)

**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?

1. Employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).
5. The employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
6. The employee is experiencing any other substantially similar condition specified by the US Department of Health and Human Services.



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