

**BI-STATE DEVELOPMENT HUMAN RESOURCES
COVID-19 GUIDELINES FOR ATU & IBEW REPRESENTED EMPLOYEES**

Disclaimer: The COVID-19 situation is changing rapidly and we will continue to monitor and make adjustments as this situation evolves. Below are Bi-State Development's (BSD) current guidelines for attendance during this challenging time. When published, these guidelines were based upon current information from the Centers for Disease Control, and the Missouri and Illinois Departments of Health. These guidelines may be revised or changed frequently, to reflect the latest COVID-19 updates. Last Published: March 15, 2020, 1700

Employees Who Cannot Report For Duty Due to Illness

For employees who cannot report for duty due to symptoms of illness such as temperature above 100.4 degrees or who present themselves for duty but are sent home by management due to the aforementioned symptoms of illness, the following guidelines apply:

- Employees unable to present themselves for duty due to illness can obtain access to accrued sick without the six hundred and ninety-one (691) hours or vacation/personal paid leave (PPL) time beginning on the first day of absence upon presenting documentation from a healthcare provider. This required documentation is waived for first and second-day absences for employees who report for duty but are sent home by management.
- For absences exceeding three (3) consecutive days, sick leave will be applied according to the applicable collective bargaining agreement and the No Fault Attendance policy.
- The No Fault Attendance policy will apply to all absences with the option of extending a probationary period where the total of 24 points is reached solely due to the COVID-19 absence.
- The Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) and/or the Rehabilitation Act of 1973 may apply to any absence under this policy. BSD will comply with Managers and Employees who have knowledge of an absence under this policy. Those employees must contact Absence Management or the EEO Department.

Mandatory Quarantine – Involuntary – Medically-Required

Employees who meet certain criteria based upon their own symptoms, their potential for having been exposed to an individual with COVID-19 at or away from work, or their recent business or personal travel may be ordered to a mandatory quarantine. Employees ordered to a mandatory quarantine are required to present written proof of this instruction from a healthcare provider to their immediate supervisor and the Absences Management Department.

- Employees who are ordered to a mandatory quarantine can obtain access to accrued sick or vacation time beginning on the first day of absence upon providing documentation from a healthcare provider.
- For absences exceeding three (3) consecutive days, sick leave will be applied according to the applicable collective bargaining agreement, and all applicable leave and employment laws.

- The No Fault Attendance policy will apply to all absences with the option of extending a probationary period where the total of 24 points is reached solely due to the COVID-19 absence.
- The Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 may apply to an absence under this policy. Managers and Employees who have knowledge of an absence under this policy must contact the EEO Department.

An employee who voluntarily travels for personal reasons to a country that results in a mandatory quarantine upon their return will be treated as an individual who has elected to self-quarantine.

School or Child Care Closure Due to COVID-19

Employees with a child that has a school or child care closure in response to COVID-19 have the following options:

- Employees will have access to accrued single-day vacation for use with supervisor approval. Supporting documentation will be required and company call-in and reporting procedures must be followed.
- If the leave exceeds beyond the available single-day vacation availability, the employee can apply for an adjustment of their vacation week selection through the approval of their immediate supervisor. If no vacation or PPL leave time is available, the employee can apply for an unpaid leave of absence through our normal leave process; where supporting documentation will be required and our No Fault Attendance Policy will apply.

Caring For a Family Member Diagnosed With COVID-19

Employees caring for a family member diagnosed with COVID-19 have the following options:

- Employees will have access to accrued single-day vacation or PPL for use with supervisor approval and supporting documentation.
- Employees who are caring for a sick family member, as in all cases, will need to contact Absence Management.
- The Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) and/or the Rehabilitation Act of 1973 may apply to any absence under this policy. Managers and Employees who have knowledge of an absence under this policy must contact Absence Management or the EEO Department.
- BSD is committed to and will comply with all applicable federal, state and local laws, regulations and guidelines as well as the terms and conditions of the collective bargaining agreement, Attendance Policies and all company policies and procedures.

Self-Quarantine – Voluntary – Not Medically-Required

Employees who do ***not*** meet the criteria for mandatory quarantine or any other situation described in these guidelines but are concerned about working on-site due to COVID-19 may decide to self-quarantine. This includes employees returning from travel who are not subject to mandatory quarantine.

- Employees may elect to use vacation or Paid Personal Leave (PPL) to cover their absences from work.
- A self-quarantined employee who exhausts their vacation or PPL may apply for an unpaid leave of absence, not to exceed fourteen (14) days in duration. BSD's normal procedures for requesting vacation or PPL and unpaid leaves of absence will apply and the No Fault Attendance policy. Employees must contact management immediately if their health condition changes or if they are placed under a mandatory quarantine.

Temporary Isolation Event Related to COVID-19

The decision to temporarily close a site will be made under the approval of Jessica Mefford-Miller and/or Taulby Roach.

Employees whose site is closed (including buildings, floors, or workgroups) due to COVID-19 have the following options:

- Employees maybe temporarily reassigned to an alternative site.

Suspension of Operations

- We are developing operating strategies for providing critical services to customers and administrative policies for protecting the employment status and income of employees in the event our operations are significantly reduced or suspended. Policy guidance for these scenarios will emerge as this situation evolves. BSD is committed to and will comply with all applicable federal, state and local laws, regulations and guidelines as well as the terms and conditions of the collective bargaining agreement, and all BSD Policies and Procedures.

For an update to closure information, or for questions concerning this policy please contact the Headquarters Hotline at 314-982-1400 extension 1512 or visit BiStateDev.org/employee.