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A message from  
**LISA JACOBA**

## Coronavirus Disease (COVID-19) Pay Practice Guide

*(As of March 16, 2020 12:00 p.m. CT)*

### **Purpose:**

The purpose of this guide is to clarify when the company will continue to pay employees who are personally impacted during this national outbreak of the Coronavirus Disease (COVID-19). Since this is an evolving national situation, we may need to modify our practices and policies as situations change.

This policy is for all GMR employees including clinical, operations and support departments.

### **Paid Administrative Leave for Full-time Employees:**

1. If, while working on behalf of the company, an employee has been exposed or considered to be exposed to the COVID-19 virus and the operation leadership believes it is prudent to require the employee to self-isolate to their home for a specific time period as a precautionary measure, the employee is to be paid for the regularly scheduled shifts they miss during the period of self-isolation. During paid self-isolation periods, the employee will be monitored twice a day for possible symptoms of the virus by the Nurse Navigation team. Employees continuing to receive pay are expected to respond when contacted by a Nurse Navigator. We cannot stress enough the importance of being responsive to our Nurse Navigators during this time to ensure our employees are receiving the care needed. In the event an employee becomes eligible for payment of lost workdays through workers compensation during self-isolation, the company will coordinate with our workers compensation administrator on claim eligibility and any subsequent workers compensation payment for lost workdays. Operational leaders are to notify payroll of affected employees so the proper pay codes can be applied to track and report on expenditures related to COVID-19.
2. If, while working on behalf of the company, an employee has been exposed or is considered to be exposed to the COVID-19 virus and the area public health authority mandates medical quarantine for the employee, the employee is to be paid for missed regularly scheduled shifts during the medical quarantine period. In order to document payment, we are requesting a letter or electronic mail from the public health authority mandating the quarantine to be provided to an HR representative. During the paid medical

quarantine period, the employee will follow all guidance issued by the public health authority. Also, the employee will be monitored twice a day for symptoms or possible symptoms of the virus by the Nurse Navigation team. Employees continuing to receive pay are expected to respond when contacted by a Nurse Navigator. We cannot stress enough the importance of being responsive to our Nurse Navigators during this time to ensure our employees are receiving the care needed. Operational leaders are to notify payroll of affected employees so the proper pay codes can be applied to track and report on expenditures related to COVID-19. In the event an employee becomes eligible for payment of lost workdays through workers compensation during self-isolation, the company will coordinate with our workers compensation administrator on claim eligibility and any subsequent workers compensation payment for lost workdays.

**Paid Administrative Leave for Part-time Employees:**

Follow guidance above for each scenario. However, during company required self-isolation or public health authority mandated quarantine, part-time employees will be paid throughout the isolation or quarantine period or until eligibility for workers compensation payment is established. Their pay will be based on the average hours they worked during the previous two full pay periods.

**Unpaid Administrative Leave for Full-time or Part-time Employees:**

1. If an employee presents or calls in with symptoms of illness that may or may not be possible exposure to the COVID-19 virus as a result of contact not work-related they should remain at home or will be sent home without pay for self-isolation until cleared for active duty. However, the employee may choose to use accrued PTO and/or sick pay (as applicable) to cover any missed shifts. If an employee has insufficient PTO to cover their absence, they can run a negative PTO balance through the isolation period so as not to disrupt their pay. In addition, unscheduled/unplanned absences related to the COVID-19 virus will not count toward standard attendance policies. Operational leaders should inform the employee of his or her options and notify payroll.
2. If an employee is mandated into medical quarantine by a public health authority for exposure or possible exposure to the COVID-19 virus as result of contact outside of work, they will not receive pay until they are released from medical quarantine by the public health authority. However, the employee may choose to use accrued PTO and/or sick pay (as applicable) to cover any missed shifts. If an employee has insufficient PTO to cover their absence, they can run a negative PTO balance through the quarantine period so as not to disrupt their pay. In addition, unscheduled/unplanned absences related to the COVID-19 virus will not count toward standard attendance policies. Operational leaders should inform the employee of his or her options and notify the Payroll team.
3. If an employee experiences childcare issues due to school or other care facilities closing due to the COVID-19 virus and time off is needed to make alternative care arrangements, the time off will not count toward standard attendance policies. Employees may use accrued PTO (as applicable) to cover any missed shifts or work time. If an employee has insufficient PTO to cover their absence, they can run a negative PTO balance up to two

weeks so as not to disrupt their pay. As a reminder, our EAP provider, Optum, may be able to assist in finding alternative childcare solutions for employees. The number to EAP is 1.866.248.4094 or online at [liveandworkwell.com](https://liveandworkwell.com), access code: oneteam. We are continuing to assess ways in which the company can assist our employees with childcare concerns and will be communicating additional information shortly.

**Short-term Disability Pay:**

As with any other illness, employees who are confirmed positive with COVID-19 during self-isolation or medical quarantine that is not work-related are eligible to file a claim for short-term disability.

**Enhanced Operational Pay:**

As we continue to be the EMS expert on response to the COVID-19 virus for local and national authorities and take on missions regarding prevention and containment, the company has developed guidelines for enhanced operational pay for employees chosen for these tasks. Information on compensation will be provided to employees at the time of assignment.

This policy will be modified and changed back to our standard operating procedures when the National Emergency is no longer in effect, and/or as demands in certain regions change.

Thank you,

Lisa Jacoba  
Chief HR Officer, GMR

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*Message distributed to all GMR employees.*