

COVID-19 PAY PRACTICE CHART

Scenario	What to do	Work Restriction	How will I be paid?	Kronos Comment
I traveled to a level 3 country prior to March 4, 2020	<ul style="list-style-type: none"> • Notify supervisor of travel itinerary • Notify Employee Health (302-733-1900) • Begin to self-monitor • Avoid public contact 	Exclude for 14 days	<ul style="list-style-type: none"> • Administrative time 	<ul style="list-style-type: none"> • COVID-19 Furlough
I traveled to a level 3 country after March 4, 2020	<ul style="list-style-type: none"> • Notify supervisor of travel itinerary • Notify Employee Health (302-733-1900) • Begin to self-monitor • Avoid public contact 	Exclude for 14 days	<ul style="list-style-type: none"> • Paid Time Off • PTO will be advanced if there is no available balance. 	<ul style="list-style-type: none"> • COVID-19 Furlough
I went on a cruise prior to March 12, 2020	<ul style="list-style-type: none"> • Notify supervisor of travel itinerary • Notify Employee Health (302-733-1900) • Begin to self-monitor • Avoid public contact 	Exclude for 14 days	<ul style="list-style-type: none"> • Administrative time 	<ul style="list-style-type: none"> • COVID-19 Furlough
I went on a cruise after March 12, 2020	<ul style="list-style-type: none"> • Notify supervisor of travel itinerary • Notify Employee Health (302-733-1900) • Begin to self-monitor • Avoid public contact 	Exclude for 14 days	<ul style="list-style-type: none"> • Paid Time Off • PTO will be advanced if there is no available balance. 	<ul style="list-style-type: none"> • COVID-19 Furlough
Close personal contact that has traveled to a restricted country or been on a cruise that is asymptomatic	<ul style="list-style-type: none"> • Notify supervisor • Notify Employee Health (302-733-1900) 	Case by case	<ul style="list-style-type: none"> • Regular hours worked Or • Administrative time 	<ul style="list-style-type: none"> • COVID-19 Furlough
Close personal contact that is symptomatic of COVID-19	<ul style="list-style-type: none"> • Notify supervisor • Notify Employee Health (302-733-1900) • Begin to self-monitor • Avoid public contact 	Exclude for 14 days	<ul style="list-style-type: none"> • Administrative time 	<ul style="list-style-type: none"> • COVID-19 Furlough
I have been exposed to coronavirus at work	<ul style="list-style-type: none"> • Notify supervisor • Notify Employee Health (302-733-1900) 	Case by case	<ul style="list-style-type: none"> • Will depend 	<ul style="list-style-type: none"> • COVID-19 Furlough (If quarantine only) • COVID-19 Sick (If caregiver sick)
I am restricted from coming to work due to a quarantine, however able to work remotely	<ul style="list-style-type: none"> • Talk to your supervisor to determine if working from home is an option for your position 	Exclude for 14 days	<ul style="list-style-type: none"> • Regular hours worked 	<ul style="list-style-type: none"> • N/A
My child's school/day care provider has closed due to the COVID-19	<ul style="list-style-type: none"> • Consider alternative childcare 	None	<ul style="list-style-type: none"> • Paid time off (PTO) 	<ul style="list-style-type: none"> • COVID-19- Sch Closure

XXX reserves the right to amend the COVID-19 pay practices as the situation evolves.

	<ul style="list-style-type: none"> Notify supervisor if need to be absent 		<ul style="list-style-type: none"> PTO will be advanced if there is no available balance. 	
I am sick and cannot report to work	<ul style="list-style-type: none"> Notify supervisor 	Will depend	<ul style="list-style-type: none"> PTO 	<ul style="list-style-type: none"> No COVID-19 code if routine sick call out COVID-19 Sick if virus contracted

Kronos-Comments

COVID-19- Furlough
COVID-19- Sick
COVID-19- Sch Closure

XXX reserves the right to amend the COVID-19 pay practices as the situation evolves.