

1. What is Mandated Quarantine Leave?

- a. In cases where a team member has been directed by a health care provider to quarantine in accordance with current CDC guidance for symptomatic, lab-confirmed (when possible) COVID-19 cases. This may be required either to provide self-care or care for a member of their immediate family, residing in their home.
- b. In those types of cases, IPC will provide up to two weeks (80 hours) of regular straight time wages – paid weekly and consistent with our current payroll processes - as emergency leave to team members who are directed by a health care provider to quarantine as stated above.

2. Who is eligible?

- a. Team members from all IPC divisions – IPC, SFG, and Oracle Pork – both plant & staff roles, hourly & salaried.
- b. Team member’s must have completed any initial (60 day for most IPC locations) or “probationary” (120 days for SFG) period to be eligible. Please discuss with your plant HR personnel if you have specific questions about this eligibility.
- c. Team members with less than 12 months of continuous full- or part-time service will be eligible for up to 40 hours of paid leave. Team members with 12 months or more of continuous full- or part-time service will be eligible for up to 80 hours of paid leave. Please review with your facility’s HR team members if you have questions about “probationary” period.

3. Who is not eligible?

- a. Team members classified as “Temporary”, “Seasonal”, or “Intern” are not eligible for this program.
- b. Individuals away from work on any other type of paid or unpaid leave, unless otherwise indicated.
- c. Team members from QSI and OP Nutrition. These team members have comparable benefits extended under the Families First Coronavirus Response Act).

4. How does Mandated Quarantine Leave work?

- a. If an eligible team member or a member of their immediate family residing in the same home is subject to a Mandated Quarantine order issued by a qualified health care provider (resulting from either face-to-face, phone, or video evaluation or positive COVID-19 test), the team member may request Leave, notifying the appropriate HR or 1st Aid team member. The team member will be provided with the required documentation. Once the documentation is completed & returned, the team member will be notified. If there are questions, it is expected that the team member will readily available (via phone or face-to-face) to help resolve these.
- b. Once approved, any days missed due to a Mandatory Quarantine order will be paid at the time of the following week’s payroll process. Prior to exhausting the allotted leave time, it will be the responsibility of the team member to 1) confirm their return to work or 2) arrange – in advance – to use paid time off (PTO), unpaid time off (UTO), or other applicable leave, if required to do so due to the duration of their leave. Failing to do either will result in forfeiture of any outstanding Mandatory Quarantine Leave time. Further, the team member will not be paid for any time for which they were eligible but not yet paid.

5. What if I’m not able to come to the office and get the required forms?

- a. If a team member has been subject to a Mandated Quarantine, they are not expected to come to the office. Forms can be sent – via email or postal service – and returned via the same means.

6. When will I get paid if using Mandated Quarantine Leave?

- a. Once a leave request has been approved, the team member will receive a prorated amount of compensation, based on the number of days missed in the approved week (maximum of 8 hours per day). Payment for these hours will be processed as part of regular payroll the following week. While on leave, team members will receive 67% of their regular straight time wages (up to 40 hours/week) until their Leave hours are exhausted. When a team member has been cleared and returns to work, they will receive the accrued, but unpaid balance (33%) in the week after the week of their return to work.

7. How long will the Mandated Quarantine Leave program last?

- a. March 30 to May 31. At the end of May, we will evaluate the use of this & determine what to do moving forward.

8. What if I'm not eligible for Mandated Quarantine Leave? What other options do I have? There are several, including (but not limited to):

- a. Paid (PTO) or unpaid (UTO) time off, conditional upon approval of your team leader.
- b. Potentially, Family & Medical Leave or a personal leave of absence.

If a team member does not have the required number of days employment for eligibility, but has been mandated to quarantine by a health care professional, the team member will be allowed to take the time required to do so – up to 80 hours – as either PTO or UTO. In no case will a team member be subject to corrective action for an absence resulting from a Mandated Quarantine Leave, assuming that the team member returns to work within 14 days of initiating the approved leave. To be eligible for reinstatement at the end of their Leave, team members will be required to fulfill all requirements listed in #2 (Eligibility) above.

9. If I have a question about Mandated Quarantine Leave, who can help me? Please contact a member of the IPC, QSI, or SFG HR team. In Delphi, you can reach out to the 1st Aid team.

10. What other COVID-19 changes are being implemented?

- a. **COVID-19 Testing:** If covered by an IPC-sponsored health plan, there will be 100% paid coverage on testing for COVID-19, where such coverage is not covered as part of the of the Public Health Service response and has been order by a health care provider.
- b. **Prescription Medication Coverage:** Plan members will not be liable for additional charges that stem from obtaining a non-preferred medication if the preferred medication is not available due to shortage or access issues.
- c. **Teladoc Access:** Teladoc – our phone & web-based access to medical professionals – is being extended to all IPC team members enrolled in our benefit program, at no cost to the member. You may need to pay a fee upfront, but it will be reimbursed if required to do so. Those not on our benefits program can use Teladoc, but will be required to register & pay a fee.
- d. **Professional Support:** Optum's Emotional Support Help Line (866-342-6892) is available for all team members, allowing them to speak with a caring professional who will connect them to resources. This is free of charge, open 24 hours a day, seven days a week, and available to our team & family members.

All of the above – except Prescription Drug Coverage – will be provided to all full-time & part-time IPC team members, regardless of tenure.