



To: All Carolina Orthotics & Prosthetics Employees
From: Administration
Date: March 17, 2020
RE: COVID-19 Amended Attendance and Disability Policy

During this statewide emergency and for the duration of the COVID-19 outbreak, we wanted to provide an update on attendance and disability pay policies for the potential impact absences may have on our employees. **This is specific to a COVID-19 diagnosis only. Not a cold, flu, gastrointestinal virus, or other illness or injury.**

For all Full-Time Employees:

Infected employee:

- Medical diagnosis required, of COVID-19
 - Short-Term Disability has a 2-week waiting period.
 - First 5 workdays of waiting period would use existing PTO (or unpaid at your choosing)
 - If no PTO available, we will allow PTO to go negative (borrowing from future PTO accruals) or take as unpaid leave at your choosing.
 - The 2nd week of the 2-week waiting period for STD would be covered 100% by COP
 - After the 2-week waiting period, 100% wage coverage for the duration of the COVID-19 illness. STD would cover 60% and COP will self-pay the other 40%.

Employee exposed to infected person, or a caregiver of a medically diagnosed COVID-19 person:

- Self-quarantine as required by a medical professional
 - First 5 days would be PTO (or if no PTO available, PTO balance would be allowed to go negative or unpaid at your choosing)
 - After 5 days, 100% wages paid by COP while under quarantine.

Missing work:

- Due to government-mandated school closures and alternative child-care options are not available.
 - Please contact your supervisor and determine if your position allows you to temporarily work remotely. If not, PTO will need to be used first and then the Company is evaluating options for future absences based on the ongoing nature of this crisis.