

CHIPPEWA RIVER INDUSTRIES, INC. COVID-19 FAQ – MARCH 19, 2020

- Q. Can CRI ask me to stay home or leave work early if I exhibit symptoms of the COVID-19 coronavirus or the flu?**
- A. Yes, CRI is permitted to ask you to seek medical attention and/or get tested for COVID-19. The CDC states that employees who exhibit symptoms of influenza-like illness at work during a pandemic should leave the workplace.
- Q. What if I am experiencing undiagnosed symptoms of COVID-19 or have been exposed to someone who has COVID-19?**
- A. In these cases, CRI you should stay home. If you come to work and feel ill, you will be asked to go home. CRI will then determine with whom you may have worked with in close proximity in the last 14 days and notify those individuals of the potential exposure. You will also be required to self-quarantine for 14 days prior to returning to work.
- Q. I may have been in close contact with an infected person outside of work. Can CRI require me to report this?**
- A. CRI can ask you if you believe you have been exposed to COVID-19 as exposure is not a medical condition. If you have been in contact with an infected person, you will be required to self-quarantine for 14 days prior to returning to work.
- Q. May I use zero-time, without reprisal, if I am out of PTO and get sick?**
- A. Yes, you may use zero-time while you are recovering from an emergent or medical need and have a zero PTO balance. As usual, zero time cannot be used for non-emergent/medical purposes.
- Q. What if I have too many absences?**
- A. CRI is waiving the “Excessive Absence” clause of our PTO policy so employees do not need to worry about absences during the pandemic. Of course, we want our employees to always ensure their absences are legitimate. See our internal Revised Attendance policy for more information.
- Q. If I contract the COVID-19 virus, will CRI report my case to the CDC?**
- A. No. Your healthcare provider that receives the confirmation of a positive test result is a mandatory reporter who will hand that responsibility.
- Q. Can I work from home if CRI suspends services?**
- A. Likely no. The vast majority of positions at CRI are not structured to work from home. Most positions are dependent on working with people. There are very few positions that would receive work-from-home approval. Approving working from home can only be done by the CEO.

Q. Can my brother or parents visit CRI to see what I do?

A. Unfortunately No. New changes to CRI's Visitor policy allow for only essential individuals to visit CRI. Allowed visitors are customers (limited), clients, bus/cab drivers (but not beyond the reception desk), necessary contractors such as pest control, electrician, etc. **who have a safety and emergent need** to meet at CRI

Q. Are all these new policies permanent?

A. We hope that most of the policies changes are not permanent. We follow guidance from the government and CDC. We will continue to communicate any policy changes to our employees as quickly as we can. Unfortunately, guidance changes often are requiring our policies to change.

Q. I am having company stay with me from out-of-state, do I need to be concerned?

A. Yes, depending on where your company is coming from and whether or not they have come into contact with anyone that has had symptoms and/or are exhibiting symptoms themselves or if they are coming from regions that have been identified as "high-risk" such as New York, California, and Washington State. If you have visitors from out of state or out of the country you should consider postponing your visit or be prepared to self-quarantine after your visit for at least 14 days. This is an example of how the virus has been spreading from one region to another when people from a high risk area, visit another area when they are asymptomatic but may have been exposed. We are asking that you apprise us of any out of state or visitors or visitors from another county so we can make sure it does not pose an additional risk to our community, the people we serve, and our employees.

Q. What if my work slows down (program contracts suspended, consumers staying home, etc.)?

A. We will plan for these situations are they arise. You may be asked to assist in other areas of the organization is you existing workload decreases. CRI will remain dedicated to our mission and have many customers who rely on our services. Our intent is to minimize as much disruption for our employees as possible.