



Communication Memo to Employees on Coronavirus (COVID-19)

Our top priority is focused on the health and safety of our employees. TAPCO is committed to protecting the workplace in the event of an infectious disease outbreak. We understand concerns about Coronavirus (COVID-19) are top of mind, and we want to share information about how we are responding.

Symptoms

Symptoms can include fever, cough, and shortness of breath. It is a good reminder for us to pay attention to these symptoms and how we are feeling and how to prevent spreading germs.

Prevention Methods

Hand-washing, not touching your face, and social distancing are good prevention methods. Employees are always encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or using alcohol-based disposable hand wipes or gel sanitizers. In addition, clean personal workspace items that are frequently touched, such as your desk, computer mouse, and keyboard, with cleaning spray or wipes. We have made our hand sanitizer dispensers and disinfectant materials available for use throughout the facility. If you notice a product needing a refill, please contact the Human Resources department.

High Risk Individuals

The CDC defines those at high risk to be older adults and individuals that have serious chronic medical conditions such as heart disease, diabetes, and lung disease.

Emergency Response Team

Emergency response team has been assembled which consists of Eric Stangel, Curtis Coffin (HR), Patrick Callahan (Legal), Paul Schmidbauer (Safety), Jason Anderson (IT), and Tom Manz (Operations). This team is responsible for updates, communications, and business decisions regarding COVID-19.

Travel

International Travel

- Due to travel restrictions, all international business travel has been suspended.
- If you have traveled to any country deemed a high threat (level 2 and level 3) by the CDC, you are required to self-quarantine for 14 days. The current countries on this list include; China, Iran, most European Countries, United Kingdom, Ireland, and South Korea.
- If someone lives in your household who has been diagnosed with coronavirus or has traveled to and returned from a high threat, level 2 or 3 country, must contact the Human Resources department immediately.

Domestic Travel

- All business travel is still suspended.
- The CDC recommends against all domestic travel. TAPCO recommends employees follow current CDC guidelines.
- Since community transmission of COVID-19 has been confirmed in Wisconsin, TAPCO will no longer prohibit employees who have returned from states with community transmission of COVID-19 from returning to work if they are symptom free and unable to work remotely.

Illness/Contact, Attendance Policy, and Unemployment

Illness/ Contact

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.
- Employees that live with or have been in contact with someone that has been diagnosed with COVID-19 or is being tested for the virus must self-quarantine for 14 days (unless the results come back negative).
- Employees should notify their supervisor and stay home if they are sick.

Attendance Policy

- Employees that are under self-quarantine, recovering from illness, or taking care of an immediate family member that is ill, will not receive occurrences under the Attendance Policy.
- If you are an employee or live with someone that is a high-risk individual and have concerns, please see Human Resources.
- We will allow employees to use paid vacation time in place of personal time.

Unemployment

- If an employee imposes a self-quarantine, will they be eligible for unemployment benefits? In most cases, no. Unemployment benefits are available to individuals who are totally or partially unemployed due to no fault of their own. In this example, the individual—not the employer—is choosing not to work and, therefore, would be ineligible. However, the facts of each circumstance are important. If the employer allowed this individual to telework, they would not qualify for benefits because they would not be unemployed.
- If TAPCO mandates an employee to be quarantined because of suspicion of having COVID-19, will they be eligible for unemployment benefits? TAPCO expects you to return to work after the 14-day self-quarantine period or if the persons you have been in contact with test negative for COVID-19. This may be considered may be a temporary layoff for which the employee may be eligible for benefits.
- If an employee falls ill because of coronavirus, will they be eligible for unemployment benefits? No, federal requirements mandate claimants be able to work, available for work, and actively seeking suitable work. If someone is so ill that they are unable to work, they would not meet these criteria.
- Please visit <https://dwd.wisconsin.gov/ui/> for any additional questions or to apply for unemployment benefits.

Paid sick leave and FMLA amendments

Congress passed and President Trump signed into law paid sick leave and FMLA amendments related to the COVID-19 situation. We want to ensure that our employees have up-to-date information regarding the leave law and have summarized the changes below.

FMLA Leave Changes

- Under the new law, employees who have been on the payroll for 30 days and who have a qualifying need related to a public health emergency are entitled to take up to 12 weeks of FMLA leave. The first 10 days of the leave are unpaid. Employees can, but are not required to, substitute sick leave, vacation, or other paid time off for the first 10 days of leave. The remaining 10 weeks of leave will be paid at 2/3 of the employee's regular rate of pay. Benefits are capped at \$200 per day and \$10,000 in total.
- A qualifying need for paid FMLA leave means an employee's inability to work (or telework) due to a need to care for a minor child school or daycare is closed due to COVID-19.

Paid Sick Leave

The new law also provided employees with up to 80 hours of paid sick leave under the following circumstance:

Employees who are subject to a federal, state, or local government quarantine or isolation order related to COVID-19;

- Employees whose health care provider has advised employees to self-quarantine;
- Employees who are having COVID-19 symptoms and are seeking a medical diagnosis;
- Employees who are caring for an individual subject to or advised to self-isolate;
- Employees who are caring for a son or daughter whose school or childcare is closed due to COVID-19
- Employees who are experiencing circumstances substantially similar to the above-enumerated circumstances.

The law will go into effect no later than 15 days from March 19, 2020. We will monitor the new leave law and provide updates as we receive them.

Meetings/ Communal Spaces

- No meetings will be held with outside visitors. All meetings should be held electronically through email, telephone, video conferencing, or other electronic communication.
- Continue practicing social distancing by maintain a distance of six feet from others when possible.
- Wipe down chairs, coffee dispensers, water dispensers, or anything you touch. Be sure to wash your hands before and after you use these items and ingest food.

Outside Visitors

We have outside visitors such as contractors, vendors, and candidates. At this time, we are not allowing outside visitors in TAPCO.

Timekeeping

- To prevent the spread of germs, ADP has been set up to allow hourly employees to punch in and out on computers instead of the biometric timeclocks.
- If you have access to a computer and would like to take advantage of this capability, please contact Human Resources to be set up with this feature.

Potential Office Closures

While we do not foresee the need to close any of our offices at this time, we will communicate with all employees should things change. Take your laptop, chargers, and peripherals home with you after work, so you are prepared to work from home if needed. Our commitment is to remain open as long as possible to ensure you can still receive a paycheck.

QuadMed

At QuadMed, protecting the health and safety of patients remains their highest priority. To minimize exposure of COVID-19, they are implementing the following scheduling change. If you are ill and have the following: fever, cough or shortness of breath, traveled within 14 days of the start of symptoms, or known exposure to someone with a confirmed case of COVID-19. Please do not visit the health center or make an appointment online. Call 414-566-6400 for further instructions.

Employee Assistance Program

During this unprecedented time, if you or someone you know is in need of emotional support, please share this information. Optum Public Crisis Line: Our toll-free emotional support help line at (866) 342-6892 is free of charge and available to anyone, so you can share it with family and friends. Caring professionals will connect people to resources. It will be open 24 hours a day, seven days a week.

In addition to the Optum Public Crisis Line, all employees have access to Lincoln Financial Group's EmployeeConnect services. EmployeeConnect can be reached online at www.GuidanceResources.com (user name = LFGsupport; password = LFGsupport1) or by telephone at 888-628-4824.

What's next?

- The Emergency Response Team will continue to monitor the coronavirus situation and provide direction as the situation evolves.
- This situation is fluid.
- Expect regular communications and policy adjustments.

Ultimately, we encourage everyone to make responsible, sensible decisions and stay home if they are sick. If you have any questions or concerns, please contact our Human Resources department. Employees are encouraged to visit the [Center for Disease Control](#), [Wisconsin Health Department](#), [Milwaukee County Health Department](#), and [World Health Organization](#) websites for the most reliable and current information on Coronavirus (COVID-19).