

New York COVID-19

Quarantine or Isolation Order Leave Policy

The safety and well-being of our employees and their families is our top priority. Our leadership team is continuing to closely monitor rapid developments on Coronavirus (COVID-19) and is assessing the situation.

Pursuant to the legislation passed by the State of New York on March 18, 2020, effective March 18, 2020, employees who are subject to a mandatory or precautionary order of quarantine or isolation issued by the State of New York, the Department of Health, a local board of health or any other governmental entity that is duly authorized to issue such an order due to COVID-19 ("COVID-19 Order") may be entitled under New York State law to certain paid or unpaid time off, as well as paid benefits. The purpose of this policy is to describe the leave the Company will provide in accordance with New York law, as well as the benefits that may apply to employees working in the State of New York.

To obtain a COVID-19 Order, you should contact your Local Health Department (LHD). You can search for your LHD on the New York State Department of Health website at https://www.health.ny.gov/contact/contact_information/

Employee Eligibility and Exceptions

An employee is eligible for paid leave and benefits under this policy if he or she is subject to a COVID-19 Order, with to the following exceptions.

Employees are not eligible for leave under this policy or other paid benefits described in this policy if:

- They are subject to a COVID-19 Order because they have returned to the United States after traveling to a country for which the Centers for Disease Control and Prevention has issued a level two or level three travel health notice; and
- That travel was not taken as part of the employee's employment or at the direction of the Company; and
- The employee was provided notice of the CDC's travel health notice and its implications for paid sick leave and other paid benefits.

Under these excepted circumstances, the employee will be allowed to use any available accrued leave and, to the extent no such leave is available, will be allowed to take unpaid sick leave for the duration of the COVID-19 Order.

Employees are also not eligible for the sick leave or benefits described in this policy if, though subject to a COVID-19 Order, they are still able to work through remote access or other means and are either asymptomatic or have not yet been diagnosed with a medical condition.

Paid Leave

Eligible employees shall be eligible to receive up to 14 days of paid leave during any such mandatory or precautionary order of quarantine or isolation. This leave will be in addition to, and not concurrent with, any other available accrued sick leave. Note, leave pursuant to this Policy will not be provided if an employee independently decides or is advised by a health care professional to self-quarantine or self-isolate in the absence of a COVID-19 Order; however, in such circumstances, an employee may be able to use existing accrued sick days, personal days, or vacation days as applicable if they choose.

Paid leave will be paid at the employee's regular rate of pay.

The Company will not discharge, threaten, penalize or in any other manner discriminate or retaliate against an employee because they have taken leave in accordance with this policy.

Please send Jay Nasella (Jason.Nasella@FTR.com) a copy of the COVID-19 Order as soon as possible. This leave may be retroactive if an employee is still currently under a COVID-19 Order issued by the State, department of health, local Board of Health, or government entity, even if that Order was issued prior to the enactment of the New York COVID-19 Leave Law (March 18, 2020).

Mandatory or Precautionary Orders of Quarantine or Isolation That Last Longer Than 14 Days

If the COVID-19 Order extends beyond 14 days:

- Employees may use their accrued sick day bank, personal day bank, or vacation day bank, should they choose.
- To ensure that employees are able to maximize their time at full pay, we will be temporarily waiving our standard accrued sick day bank, personal day bank, or vacation day bank approval protocols in the case of days required for compliance with mandatory or precautionary orders of quarantine or isolation.
- If an employee becomes ill after a period of quarantine, he or she should contact the Company's disability insurance carrier **Prudential Insurance Company of America** to file a Short-Term Disability and NY DBL claim.

Other Available Benefits

Caring For A Minor Child Subject to COVID-19 Quarantine Order

If the employee needs to provide care for a minor dependent child who is subject to a COVID-19 Order, the employee may be eligible for leave benefits in accordance with the New York Paid Family Leave Benefits Law ("PFLBL") provided they otherwise meet the PFLBL's eligibility requirements.

If applying for such benefits, to ensure timely payment you must completely fill out the required forms, which are available at:

<http://docs.paidfamilyleave.ny.gov/content/main/forms/PFLDocs/ccovid19.pdf>

or at

<https://paidfamilyleave.ny.gov/COVID19>

and attach the COVID-19 Order.

You must submit your completed forms together with the applicable COVID-19 Order to the Company's disability and paid family leave insurance carrier: **Prudential Insurance Company of America.**

Please note that the Company does not make decisions regarding an employee's eligibility under the PFLBL.

FMLA and PFLBL Coverage

An employee impacted by COVID-19 who is suffering from a serious health condition may be eligible for additional unpaid leave under the Family and Medical Leave Act.

An employee caring for a family member impacted by COVID-19 who is suffering a serious health condition may be eligible for additional paid leave under PFLBL. Please refer to the Company's FMLA Policy and/or PFLBL Policy or contact your Human Resources Business Partner for more information.