



March 13, 2020

COVID-19 POLICY

Effective immediately: During this time when the COVID-19 pandemic remains a risk, Datamatx is implementing the following procedures for employees at all locations.

Quarantine and Travel Procedures

1. **Employees who feel ill should stay at home.** If you are running a fever, do not report to work.
2. **If you feel ill while at work,** please inform your supervisor immediately. We can take your temperature here.
3. **Employees who exhibit any symptoms of COVID-19 will be immediately sent home.** You will need to contact your personal healthcare provider and inform them that you are showing symptoms of COVID-19. Your healthcare provider will direct you regarding the next steps.
4. **Employees who test positive for COVID-19 Coronavirus are required to notify Datamatx HR, Allison Asher, and self-quarantine for 14 days.** If you test negative, and feel well enough, you may return to work.
5. **You must inform your supervisor of any future or recent (within the past 21 days) travel plans** that involve airline flights, especially any travel outside the United States.
6. **Any employees who have recently returned, or return during this exception period, from outside the United States must self-quarantine for 14 days. No exceptions will be permitted.** No employee returning from outside the United State may return to work during this quarantine. This will remain in effect as long as national authorities mandate travel restrictions from abroad.

Special Leave, PTO Flexibility, and Exceptions Policy

1. If you have been sent home from work for exhibiting COVID-19 symptoms, or are subject to self-quarantine, you may use your available accrued sick or vacation PTO.
2. When all sick, vacation and reserve sick PTO has been used, Datamatx will allow up to 3 days (24 hours) of negative PTO balance to assist you through this work interruption.
3. You may take special leave for child care, elder care, or dependent care if your family has been impacted by COVID-19. Please inform your manager immediately if you require special leave.
4. Exceptions to our regular leave employment policies, or those listed here, will be handled on a case by case basis with HR and Management. Please understand that not all requests can be honored as the need for business continuity must be our first priority.

Work Policies and Visitors

1. There will be no changes at this time to our policies on work reporting (no work from home), restrictions on visitors and children at the workplace, and time keeping. For safety, please do not bring any visitors, including family, to work.

We are all in this Together

We are all part of the Datamatx family. We must take care of each other. If you see a fellow employee feeling ill, please ensure they receive assistance. Be especially mindful of your hygiene, and of employees who may be at higher risk. Avoid handshakes, wash your hands, use hand sanitizer, sneeze or cough into a tissue and throw it away immediately, and clean your workspace using the sanitizing wipes and sprays provided for you. This will go a long way to limit the spread of the virus into this facility.

Be responsible. If you had contact with anyone who may have become infected outside of Datamatx, please self-quarantine and get tested.