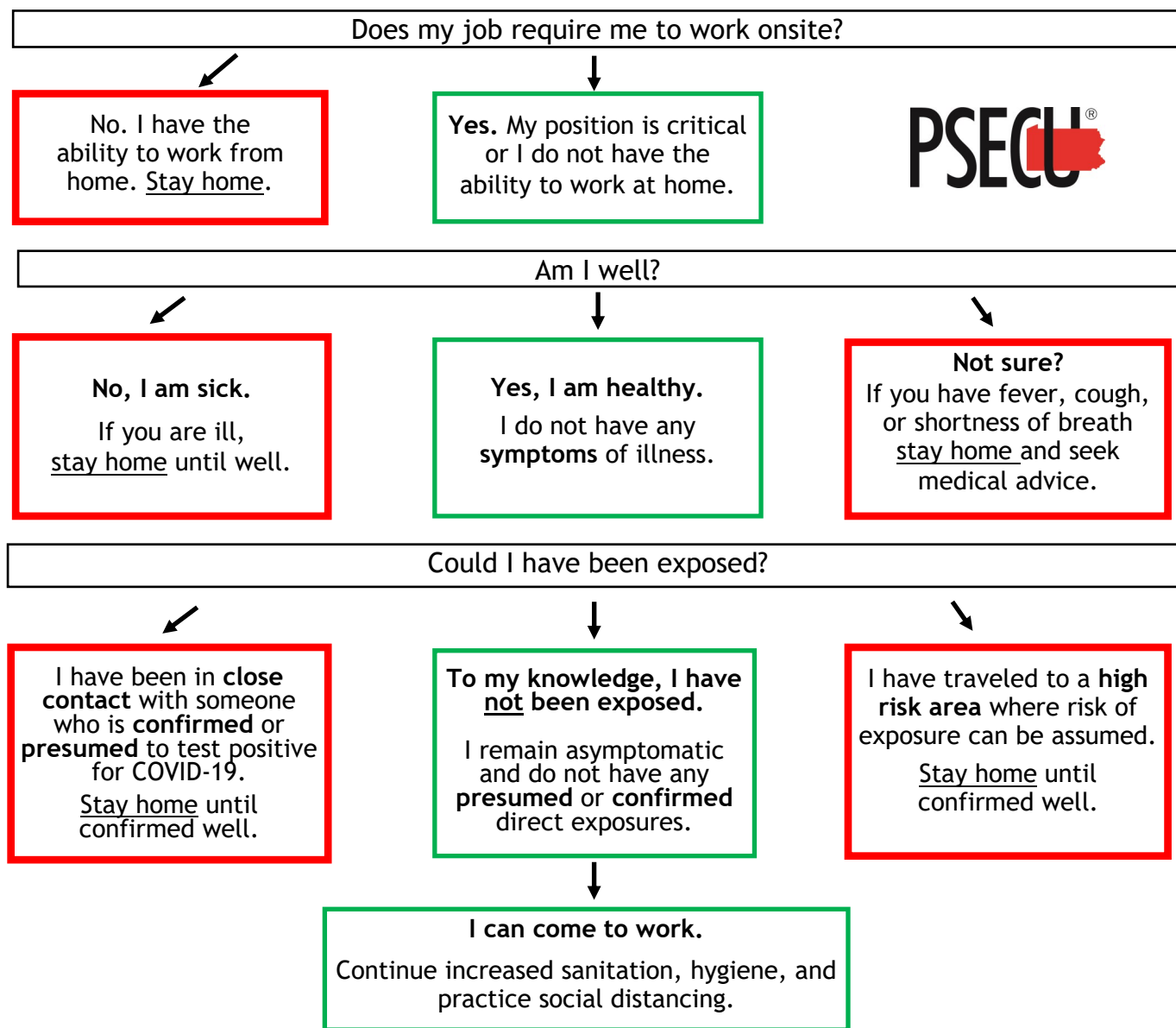


## COVID-19 WORKPLACE RISK ASSESSMENT

To minimize the spread of COVID-19, please continue to take personal precautions such as staying home if you are ill, practice social distancing, and increasing hygiene and sanitation practices.

Please communicate your ability to work with your supervisor and report all potential exposures to \*HRHELP@psecu.com. Per the recommendations of the health and government agencies and for the safety and health of our employees, PSECU is practicing workplace **SOCIAL DISTANCING**.

**Follow the flow chart to determine if you can come to work at a PSECU location.**



**NOTE:** Should any current risk factors change such as individual development of symptoms or positive test results of an individual with which you have had close contact, please communicate this new information to \*HRHELP@psecu.com immediately.

### Referenced Terms:

**Close contact**—being within 6 feet of a confirmed COVID-19 case for prolonged amount of time or having direct contact with COVID-19 infectious secretions (such as being coughed on by infected individual)

**Confirmed**—confirmed positive by COVID-19 test

**Presumed**—presumed positive by direct close contact with individual with confirmed positive test

**High Risk Areas**—determined by latest geographical risk assessment and communicated by the CDC

**Social Distancing**—avoid large group settings and maintain distance of 6 feet from others when possible



## **Pandemic Policy – Work/Life Issues**

### **Objective**

The objective of the Pandemic Policy on Work/Life Issues is to direct PSECU management in their handling of these issues when a health crisis such as a pandemic occurs.

### **Scope**

All PSECU employees are covered by this policy and the associated Pandemic Work/Life Guidelines. The Guidelines address staffing, pay practices and benefit continuation. This policy and its guidelines should be read and interpreted in conjunction with all other PSECU policies including but not limited to those governing staffing, pay, benefits, leave and leaves of absence. New organizational policy, when drafted, should address related Work/Life issues in a health crisis such as a pandemic if appropriate to do so.

### **Policy Statement**

PSECU is committed to having its employees remain employed during crisis like a pandemic. However, the uncertainty of a crisis like a pandemic prevents a full understanding of how that may be accomplished.

PSECU believes that providing non-punitive choices to staff so they are financially able to self-select an inactive work status during a health crisis will offer the best protection from exposure for all staff.

Those who are sick, have symptoms, have been exposed, have sick family or household members, or are needed to care for family or household members should not report to work in the event of a pandemic.

The associated Pandemic Work/Life Guidelines attempt to apply policy to staffing, pay and benefit continuation decisions. The Guidelines recognize two phases of a health crisis, such as a pandemic, in its impact on the work environment. These two phases are: cautionary and critical.

PSECU management will rely on communications from the World Health Organization [WHO], the Center for Disease Control [CDC], the PA Department of Health and state and local emergency management when applying this policy and administering the guidelines associated with this policy. The guidelines will be aligned with the health crisis at hand and for this reason may be partially or fully implemented. Management will interpret and apply the guidelines in the context of the health crisis at hand and the communities or geographic regions affected.

# Staffing Guidelines

Cautionary Phase	Critical Phase
<p><b>None</b></p>	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Critical functions will have staffing priority.</li> <li>• Critical functions will be performed by available jobholders.</li> <li>• In the event that jobholders are not available, volunteers will be cross-trained to perform critical functions.</li> <li>• Generally, an employee may work no more than               <ul style="list-style-type: none"> <li>○ 10 hours per day [in total].</li> <li>○ 6 days per week.</li> <li>○ 6 consecutive weeks [at the above work schedule].</li> </ul> </li> </ul>
<p><b>Return from Leave of Absence:</b></p> <ul style="list-style-type: none"> <li>• Must be symptom-free for the period of time associated with the incubation period before return to the work site.</li> </ul>	<p><b>Return from Leave of Absence:</b></p> <ul style="list-style-type: none"> <li>• Must be symptom-free for the period of time associated with the incubation period before return to the work site.</li> </ul>
<p><b>Volunteer</b> Employees volunteering in the community or called into service by the community due to the health crisis</p> <ul style="list-style-type: none"> <li>• No employee may return to the work site until they are symptom-free for the period of time associated with the incubation period.</li> <li>• Must have approval from PSECU management.</li> <li>• Must present documentation of this service to Human Resources.</li> </ul>	<p><b>Volunteer</b> Employees volunteering in the community or called into service by the community due to the health crisis</p> <ul style="list-style-type: none"> <li>• No employee may return to the work site until they are symptom-free for the period of time associated with the incubation period.</li> <li>• Must have approval from PSECU management.</li> <li>• Must present documentation of this service to Human Resources.</li> </ul>
<p><b>Travel</b></p> <ul style="list-style-type: none"> <li>• Following travel by commercial means or to or through an affected area, no employee may return to the work site until they are symptom-free for the period of time associated with the incubation period</li> <li>• Personal travel is strongly discouraged.</li> <li>• Staff must inform PSECU of personal travel destination.</li> </ul> <p>Furthermore, <b>business travel</b> will have the following restrictions:</p> <ul style="list-style-type: none"> <li>• Cautionary Phase: No travel is permitted unless it is of high business necessity.</li> </ul>	<p><b>Travel</b></p> <ul style="list-style-type: none"> <li>• Following travel by commercial means or to or through an affected area, no employee may return to the work site until they are symptom-free for the period of time associated with the incubation period</li> <li>• Personal travel is strongly discouraged.</li> <li>• Staff must inform PSECU of personal travel destination.</li> </ul> <p>Furthermore, <b>business travel</b> will have the following restrictions:</p> <ul style="list-style-type: none"> <li>• Critical Phase: No travel is permitted.</li> </ul>
<p><b>Layoff</b> PSECU will</p> <ul style="list-style-type: none"> <li>• Establish an orderly plan so there is no or minimal interference with critical functions or continuing operations.</li> <li>• Promptly meet with collective bargaining representatives to address mutual concerns.</li> </ul> <p>When curtailing operations, PSECU will seek to:</p> <ul style="list-style-type: none"> <li>• Identify staff volunteering for layoff.</li> <li>• Allow jobholders of curtailed positions to bump jobholders of continuing positions provided they have greater seniority and can do the work.</li> </ul>	<p><b>Layoff</b> PSECU will</p> <ul style="list-style-type: none"> <li>• Establish an orderly plan so there is no or minimal interference with critical functions or continuing operations.</li> <li>• Promptly meet with collective bargaining representatives to address mutual concerns.</li> </ul> <p>When curtailing operations, PSECU will seek to:</p> <ul style="list-style-type: none"> <li>• Identify staff volunteering for layoff.</li> <li>• Allow jobholders of curtailed positions to bump jobholders of continuing positions provided they have greater seniority and can do the work.</li> </ul>

## Staffing Guidelines cont'd

### Return from Layoff

When recalling staff, PSECU will seek to:

- Return employees as quickly as possible while maintaining effective and efficient business operations.
- Return employees to the position they held prior to layoff wherever possible, and in accordance with the collective bargaining agreement and applicable PSECU policies.

### Return from Layoff

When recalling staff, PSECU will seek to:

- Return employees as quickly as possible while maintaining effective and efficient business operations.
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# Pay Practice Guidelines

Cautionary Phase	Critical Phase
	<p><b>Premium pay:</b></p> <ul style="list-style-type: none"> <li>• Staff performing critical functions will be paid a premium rate as follows:               <ul style="list-style-type: none"> <li>○ Work on site, pay at 1.5 times the position's base hourly rate;</li> <li>○ Work at home, pay at 1.25 times.</li> </ul> </li> <li>• Executive management may expand the number of non-bargaining unit positions receiving overtime pay.</li> </ul>
<p><b>Leave of Absence:</b> Bargaining unit and Management employees taking a leave of absence will be paid a percent of the normal daily work schedule as follows:</p> <ul style="list-style-type: none"> <li>• 100% for the incubation period</li> <li>• All other reasons associated with pandemic: 67% for 14 days – Allow earned PTO or Disability Leave Bank (if applicable) to bring pay to 100%.</li> <li>• If leave follows the incubation period, payments already received are applied towards the 14 day maximum payment; and days remaining to reach the 14 day maximum are paid at 67%.</li> </ul>	<p><b>Leave of Absence:</b> Bargaining unit and Management employees taking a leave of absence will be paid a percent of the normal daily work schedule as follows:</p> <ul style="list-style-type: none"> <li>• 100% for the incubation period</li> <li>• All other reasons associated with pandemic: 67% for 14 days – Allow earned PTO or Disability Leave (if applicable) to bring pay to 100%.</li> <li>• If leave follows the incubation period, payments already received are applied towards the 14 day maximum payment; and days remaining to reach the 14 day maximum are paid at 67%.</li> </ul>
<p><b>Volunteer:</b> Bargaining unit and Management employees volunteering in the community or called into service by the community due to the health crisis may be paid as follows:</p> <ul style="list-style-type: none"> <li>• Paid leave of absence up to three weeks with benefit continuation.</li> </ul>	<p><b>Volunteer:</b> Bargaining unit and Management employees volunteering in the community or called into service by the community due to the health crisis may be paid as follows:</p> <ul style="list-style-type: none"> <li>• Paid leave of absence up to three weeks with benefit continuation.</li> </ul>
<p><b>Travel:</b> During the post-travel waiting period, a percent of the normal daily work schedule will be paid as follows:</p> <ul style="list-style-type: none"> <li>• Business: 100%</li> <li>• Personal: 100%</li> </ul>	<p><b>Travel:</b> During the post-travel waiting period, a percent of the normal daily work schedule will be paid as follows:</p> <ul style="list-style-type: none"> <li>• Business: 100%</li> <li>• Personal: 100%</li> </ul>
<p><b>Layoff:</b> Bargaining unit and Management employees who are laid off will be paid a percent of the normal daily work schedule as follows:</p> <ul style="list-style-type: none"> <li>• 100% for the first 2 weeks.</li> <li>• 67% for the third and fourth weeks – Allow earned PTO to bring pay to 100%.</li> </ul>	<p><b>Layoff:</b> Bargaining unit and Management employees who are laid off will be paid a percent of the normal daily work schedule as follows:</p> <ul style="list-style-type: none"> <li>• 100% for the first 2 weeks.</li> <li>• 67% for the third and fourth weeks – Allow earned PTO to bring pay to 100%.</li> </ul>

## Benefit Continuation Guidelines

Cautionary Phase	Critical Phase
<p><b>Inactive Work Status:</b> PSECU will</p> <ul style="list-style-type: none"> <li>• Continue existing coverage for staff already enrolled in PSECU's benefit plans.</li> <li>• Advance premium payments for staff sharing premium costs or participating in voluntary supplemental insurance plans.</li> <li>• Advance COBRA premiums until such time as a new PSECU hire is eligible for and enrolled in PSECU benefit plans.</li> <li>• Arrange for benefit premium and pension loan repayment when recovery from the pandemic has begun. Repayment arrangements will be in reasonable amounts over a reasonable period of time, and will be withheld from employee's pay where possible.</li> <li>• Support inactive staff, needed to care for family or household members, through the unemployment compensation claims process.</li> </ul> <p>Furthermore</p> <ul style="list-style-type: none"> <li>• Voluntary Benefits: Employees may opt out of the flexible spending account, supplemental life, dependent life, and supplemental disability. Claims will be denied if an employee opts out of these benefits. Employees wishing to reenroll must go through the normal enrollment process during the open enrollment period.</li> </ul>	<p><b>Inactive Work Status:</b> PSECU will</p> <ul style="list-style-type: none"> <li>• Continue existing coverage for staff already enrolled in PSECU's benefit plans.</li> <li>• Advance premium payments for staff sharing premium costs or participating in voluntary supplemental insurance plans.</li> <li>• Advance COBRA premiums until such time as a new PSECU hire is eligible for and enrolled in PSECU benefit plans.</li> <li>• Arrange for benefit premium and pension loan repayment when recovery from the pandemic has begun. Repayment arrangements will be in reasonable amounts over a reasonable period of time, and will be withheld from employee's pay where possible.</li> <li>• Support inactive staff, needed to care for family or household members, through the unemployment compensation claims process.</li> </ul> <p>Furthermore</p> <ul style="list-style-type: none"> <li>• Voluntary Benefits: Employees may opt out of the flexible spending account, supplemental life, dependent life, and supplemental disability. Claims will be denied if an employee opts out of these benefits. Employees wishing to reenroll must go through the normal enrollment process during the open enrollment period.</li> </ul>

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