

Coronavirus (Covid-19)  
Frequently Asked Questions  
March 31, 2020

The ATSG companies are all considered Critical Infrastructure Providers by the U.S. Dept of Homeland Security. The state and federal government need our dedicated employees to continue their critical functions that enable the fastest movement of commerce in the country. There are many questions being asked about the Coronavirus also referred to as COVID-19. The most frequently asked questions are related to whether an employee comes to work or not. **IN ALL CASES, FOLLOW THE DIRECTION OF YOUR MEDICAL PROVIDER.**

The scenario responses herein are based on the guidelines and advice of the U.S. Centers for Disease Control and Prevention (CDC). Should CDC guidance change in the future, follow current CDC guidance.

Flight Crews and Cabin Crews should also refer to the guidance in the FAA SAFO 20003 dated 3/12/2020: *“COVID-19: Interim Health Guidance for Air Carriers and Crews”*

**1. Employee exposed to another person who has tested positive for COVID-19.**

If you have close prolonged contact with the person with the positive test, stay at home, monitor for symptoms. Close prolonged contact is living with the person with the positive test or being their primary caregiver. If symptoms develop, seek medical attention and follow their advice.

If you have had casual contact with the person with the positive test, such as at the store, at an outdoor event, or they were not within 6 feet, there is no identifiable risk in this situation, and you may go to work.

If you had casual prolonged contact with the person with the positive test, and it was in a smaller room like a classroom, hospital waiting room, or an aircraft flight, monitor for symptoms. You may return to work. If symptoms develop, seek medical attention and follow their advice.

**2. Employee WITH COVID-19 symptoms (fever, cough, shortness of breath) and was exposed to another person who has been tested for COVID-19 and is waiting for results.**

If you have disease symptoms such as fever, cough, shortness of breath, stay home, monitor your symptoms, and seek medical care if warranted.

**3. Employee has NO COVID-19 symptoms (fever, cough, shortness of breath), but was exposed to another person who has been tested for COVID-19 and is waiting for results.**

According to CDC guidelines, there is no identifiable risk in this situation, and you may go to work.

**4. Employee sent for COVID-19 testing.**

Stay home, wait for the test results, and follow your Medical Provider's advice. Return to work when you are cleared by your Medical Provider.

**5. Employee tested positive for COVID-19.**

Stay home, follow your Medical Provider's advice, and return to work when you are cleared by your Medical Provider.

**6. Employee with a fever.**

Stay home and monitor your temperature at least twice a day. You may return to work when you are fever-free without medication, for 72 hours. See Question #5 if you have tested positive for COVID-19.

**7. Employee with cough and sniffles with no fever.**

You may come to work, but monitor your symptoms. If your symptoms get worse or you get a fever of 100.4°F or higher, go home and seek medical attention. Follow your Medical Provider's advice and return to work when you are cleared by your Medical Provider.

**8. My Doctor's advice is more stringent than these (CDC) guidelines.**

Follow the advice of your Medical Provider.

**9. Employee (non-crewmember) has traveled by commercial air.**

Prior to returning to work from any travel, contact your direct supervisor to discuss your return to work. Unless you had close prolonged exposure to a person with a positive test for COVID-19, or you have symptoms such as a fever over 100.4°F, you may return to work unless specifically directed otherwise by the Company, local public health authorities, or your Medical Provider.

If you have traveled internationally, follow the CDC guidance (<https://wwwnc.cdc.gov/travel/>).

**10. If an employee is unable to work due to relevant COVID-19 reasons (medical direction, exposure, symptoms, testing, restricted travel, childcare with no alternative work arrangements), how will occurrences and pay be handled?**

If you are told not to report to work due to COVID-19, by your management, medical provider, or Human Resources, you are eligible to use PTO (or sick accrual according to which company they work for). If there is no available balance, the PTO will be extended to cover up to 80 hours inclusive of any available balance for a COVID-19 specific reason. Absences due to COVID-19, as described above, will not receive an attendance occurrence. If there are questions related to pay and/or occurrences, contact Human Resources.

**11. I have not been exposed to someone with a positive test for COVID-19, but I don't feel comfortable or safe reporting to work and I am not able or approved to work from home.**

If you choose to stay home under those circumstances you will be eligible for PTO time. You must keep in contact with your Supervisor daily to keep them aware of your plans. If you run out of PTO, you will go to unpaid status, and may be approved for a Leave of Absence.

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