

10.61 Emergency Pandemic – COVID 19

Effective: 3/23/20

Goodwill of Central and Coastal Virginia, Inc. (“GCCVA”) recognizes that the COVID-19 pandemic is unlike any other that our organization and associates have experienced. Guiding principles during this public emergency are to help associates stay healthy, keep our workplaces safe, and to only operate when and where we can do so safely and responsibly. Also, this crisis is fluid, and changes will take place based on operational necessities, government mandates and unforeseen factors.

Protecting our Associates

- Associates are required to alert Goodwill if they have knowingly been exposed to the virus, have a pending COVID-19 test, and if they have been diagnosed with COVID-19.
- Notifications can be made through their manager or by calling the Associate Support Line at 804-521-4981.

We will protect all associates’ private health data and use this information to inform the health department, notify anyone else within our organization that may have been exposed, and follow the COVID-19 cleaning protocol if needed. (Included at the end of this policy.)

Eligibility for COVID-19 Related Leave

This policy applies to all Goodwill of Central and Coastal Virginia, Inc. associates.

Associates who are unable to perform their assigned duties during the COVID-19 pandemic are eligible to use liberal leave. This includes, but is not limited to:

- Associates who are unable to perform their assigned duties due to the inability to work remotely (telecommute or telework).
- Associates who self-quarantine due to exposure, self-isolate for protection, waiting for a test result, or have a positive diagnosis.
- Associates who must care for an immediate family member whose place of care or whose care provider is unavailable.
- Associates who must care for a child residing in their home whose school or place of care has been closed or whose childcare provider is unavailable.

Immediate Family Member Includes the Following:

- Associate's legal spouse
- Children of the associate or of the associate's spouse (biological, adopted, step or foster child, or legal ward)
- Parents of the associate or of the associate's spouse (biological, adoptive, stepparent, foster parent or legal guardian)
- Grandparents of the associate or of the associate's spouse
- Sons-in-law or daughters-in-law of the associate or of the associate's spouse
- Other relatives of the associate or the associate's spouse who reside in the same household as the associate

Reassignment of Duties

Associates who are unable to perform their assigned duties due to the type of work they perform (e.g., the work cannot be performed remotely) may be assigned other duties that CAN be performed remotely. If the associates are not comfortable with the reassignment of duties, they may decline the reassignment and take liberal leave.

Leave Approval and Availability

- Liberal leave use during the COVID-19 State of Emergency, including a determination that an associate is unable to perform their assigned duties, is subject to approval by the supervisor or other designated manager based on business need.
- Use of liberal leave is only available to be claimed during the COVID-19 pandemic emergency. This policy expires at the conclusion of the COVID-19 pandemic emergency, as determined by the Goodwill.

Requesting Unpaid Leave

All associates requesting liberal leave must notify their direct supervisor for approval. When the need for the leave is foreseeable, associate must provide the employer advance notice.

Other Business Operations Decisions

Goodwill may institute other types of leave or business closures as they deem necessary to protect the health and welfare of associates, community members or operations. This may include but is not limited to: reduced operating or work hours, site closures, furloughs, layoffs, etc.

Cleaning and Notification Protocol for Confirmed COVID-19 Cases

1. Associates are required to immediately report confirmed case to their manager and/or the Associate Support Line at 804-521-4981.
2. Human Resources and Safety & Risk Management departments to be notified via the Associate Support Line either by the associate or the manager of the associate.
3. Department of Safety and Risk Management will contact the local health department.
4. Human Resources will facilitate notification of site associates of their possible exposure while maintaining the sick associate's confidentiality, no name or position, per ADA and HIPPA guidelines.
5. Exposed associates are advised to closely monitor themselves for symptoms.
6. Close the location immediately for deep cleaning according to CDC guidelines.
7. CDC link on how to clean Coronavirus infected site: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
8. Associates may return 72 hours after deep cleaning has been completed and have the ability to use liberal leave during the time they were absent.
9. Goodwill will require a written authorization from infected associate's doctor before allowing the associate to return to work.