

# Frequently Asked Questions

## Employee Attendance and Pay

- 1. I have been laid off by my plant, for the time being, due to lack of work. Will this impact my health insurance?**

Per policy, employees can maintain their benefits while on layoff for up to 6 months as long as they pay the required contributions while on layoff. (3/20/2020)

- 2. I fall into a 'high-risk' category, as shown on the CDC website, either because of my age or a health condition. I am not comfortable continuing to come to work given this information. What should I do? (3/24/2020)**

If you, because of your age or an underlying health condition, are deemed 'high-risk' by the CDC and need to not work during this period, your time away from work will be handled as follows:

- 1.) Have a conversation with your supervisor and/or HR contact. If it is possible for you to work remotely, then we will support you moving to remote working immediately.
- 2.) If your current job is not able to be done remotely, then you will need to enter our Short Term Disability program.
- 3.) You will need to provide a statement from your personal health care provider stating that you should not work outside your home to your local HR contact.

- 3. I live in a different city than the location I work. If the city I live in calls for everyone to shelter in place, can I still come to work?**

Yes, you can still travel to work. (3/19/2020)

- 4. I am being quarantined by my healthcare provider due to an exposure/COVID-19 testing, what should I do?**

You may work remotely, if possible. If remote work is not possible, you will receive your normal base pay for the period of the ordered quarantine. Once the quarantine period ends, you may return to work. As with all employees, employees returning from quarantine will be subject to the Employee Health Screening which requires employees to be free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

- 5. I have a member of my household with a high fever and other symptoms that is being tested for COVID-19. Our family is being quarantined until the test results are returned within 72 hrs. Will I be paid during this time?**

Yes, you will be paid during this time. It will be tracked in Kronos with a code to reflect your absence being due to COVID-19 related reason. (3/17/2020) (U.S. & Canada)

**6. My children's schools/daycares have closed, and I do not have childcare for them. Is there a policy I can use to take time off while the school is closed? (USA)**

Yes. Where areas adjacent to the Sonoco site experience school closures, employees may work remotely if possible or take up to 5 days (40 hours) unpaid, with no consequences per the site attendance policy to arrange alternative childcare. Employees seeking time off under this provision should provide their supervisor with proof of the child's enrollment at an impacted school/daycare. The 5 days (40 hours) do not have to be taken consecutively but can spread across the period of the school closure to bridge childcare arrangements. This provision does not apply to parents who unilaterally choose for their child not to attend school under their own personal risk analysis. (3/18/2020)

**7. I have not been exposed to the COV-19 virus, but I live in an area where there are reported cases. I am uncomfortable with coming to work and being around so many people. Can I advise my supervisor that I wish to self-quarantine until the risk is lower?**

No. Employees who are not at a high or medium risk due to possible exposures should continue to report to work as scheduled, unless notified otherwise by management or HR. If you have special circumstances, please discuss with your supervisor and HR. In addition, Sonoco's Employee Assistance Program (EAP) is ready and available to work with employees experiencing increased worry and anxiety as a result of the COV-19 outbreak. Contact information for the EAP is below. They are also offering webinars to support employees on specific topics relative to the COV-19 outbreak. That schedule is posted on the Sonoco Corona Virus website. (3/14/2020)



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