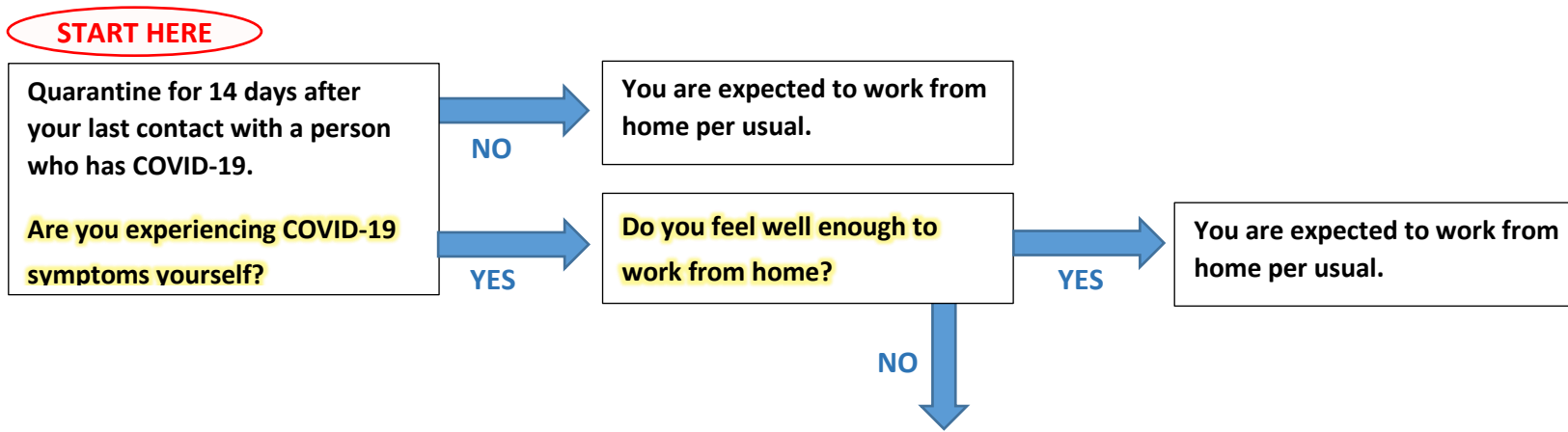


Flowchart for Non-Clinical Healthcare Workers with Exposure to a Person with COVID-19



See chart titled ***“COVID-19 Leave Request Process for Non-Clinical Healthcare Workers”***. Info also listed below:

1. Inform your Manager and email Human Resources (hr@procarepain.com) describing your need to miss work.
2. HR needs to see supporting documentation before even processing the request for leave of absence:
 - **HR will need a doctor's note expressing employee is too ill to work from home.**
 - **HR will also need a copy of COVID test results.**
3. Once documentation is produced to support the need for Families First covered leave, HR will submit the request to BASIC, a third party.
4. BASIC will then send employee a one-page form to complete and return directly to BASIC. For reason B, BASIC will then approve a Families First benefit called Emergency Paid Sick Leave. Employees are eligible for up to 80 hours of Emergency Paid Sick Leave, paid at 100% their regular rate (prorated for part-time staff). This does not deduct from PTO or PMLA banks.

If employee ends up missing more than 80 hours, we will look at transitioning to regular FMLA which would use up to 40 hours of PTO, and go through a new paperwork process for that via BASIC again. If employee is not eligible for regular FMLA, we will have to use PMLA/PTO.

REMINDER: HR will need a return-to-work note expressing employee is healthy enough to work again. This is required before employee punches in following their leave of absence.