

ASM GLOBAL - EMPLOYEE RELATED FAQ'S

1. What should you do if you think you've developed symptoms of coronavirus?

When at all possible, you should call ahead to your healthcare provider before visiting them so that when you arrive, healthcare workers can take the appropriate precautions to immediately isolate you and prevent exposure to others. A phone call to your provider also can clarify your actual risk. Most patients who have flu-like symptoms or are worried about the coronavirus can be evaluated in a clinic or an urgent care center. If you feel unwell, you should stay home and seek medical care. You will need a medical certificate to return to work.

2. Will my health insurance be affected if I am diagnosed with COVID-19, or if I live or work in an area where the CDC or my local health department confirmed has cases of COVID-19?

No. For the majority of ASM Global employees who are covered under CIGNA we have confirmed that CIGNA is committed to reimbursing claims as normal, special reimbursement exceptions may even be made if treatment for COVID-19 must be received from an out-of-network provider due to limited provider access. For those facilities who have a local medical plan HRBP's should contact their local plan to find out if there are similar special reimbursement exceptions being made, most insurers allow such out-of-network exceptions during a public health emergency. Employees should anticipate longer than normal wait times to access health care professionals, as well as longer than normal processing times for claims reimbursement by insurers.

We also encourage team members to receive their seasonal flu vaccination if they have not already done so.

3. What is ASM Global's travel policy?

In an effort to be proactive and out of an abundance of caution, we will be restricting all non-essential domestic and international business travel at this time. Business travel will be deemed non-essential unless it is determined that it is completely necessary or urgent and approved by a senior member of management.

4. What if I have personal travel plans to an at-risk geography?

We are recommending that team members postpone personal travel to at-risk geographies. If you cannot or do not wish to do so, we are requiring that when a team member returns from an at-risk geography, they self-quarantine for at least 14 days and stay in close contact with HR. We will discuss how the quarantine period will be managed from a compensation and work duties standpoint with each team member individually.

5. If I must self-quarantine at home, do I need to provide a medical certificate to return to work.

Yes, team members must provide a medical return to work certificate.

6. What if a close friend or family member has returned from an at-risk geography or has been diagnosed with COVID-19?

Team members must disclose to HR the fact that they have been in close contact with someone who has been in an at-risk geography or if they have been in contact with

someone who has been diagnosed with COVID-19. HR will advise their GM who will communicate this information to the Executive Crisis Management Team.

7. Can I be sent home if I display symptoms related to the coronavirus?

We request that you make good decisions about your own health and the health of those around you. Should we feel that you are demonstrating symptoms that put others at risk, you may be asked to go home and seek medical advice. In such instances, you will be required to have a health certificate before returning to work.

8. If an employee misses (3) or more days of work due to illness (COVID-19 related or not) do we still need to open an FMLA claim with Matrix?

Yes. FMLA requires employers to notify employees of their rights under FMLA after three consecutive days absence from work. To trigger this FMLA notification the HR Business Partner should contact Matrix after the third business day at 1-877-202-0055. Matrix will need the employee's name, SSN, address & telephone number. The details of the employee's job, and if known the employee's health care provider name, address & telephone number. Matrix will then mail the employee their local & federal statutory FMLA notices. Matrix will work with the employee and their health care provider directly to medically certify the leave.

9. Am I safe coming to work?

Yes, as long as you are fit for duty. We ask that any staff member who is unwell in any way does not come to work. Please let your supervisor know as soon as you are aware you have a concern.

10. What if I don't feel safe coming to work because of being associated with large groups of people?

Your comfort and safety are of utmost importance to ASM Global, and should you elect to stay home, you may take personal time or other leave time that you may have available. If you do not have any leave time available, you may take unpaid leave.

11. Where can I get accurate, timely information about this virus?

The World Health Organization and the Centers for Disease Control and Prevention are great resources and update their information regularly, along with state and local health departments in the U.S.

We have also included several advice communications from CIGNA that may provide you with additional information and guidance.

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