

Memorandum

To: TPA, TPR, TPT, & MMM Non-Exempt Employees

From: Human Resources

Date: 12/30/21

Re: CDC Updated & Shortened Isolation

COMPANY UPDATE

The CDC has shortened the recommended time for isolation from 10 days for people with COVID-19 to 5 days, if asymptomatic, followed by 5 days of wearing a well-fitting mask when around others. Therefore, *TradePoint is changing the Company voluntary paid leave for non-exempt employees with COVID-19 and proof of vaccination to up to 5 days' pay*, without depleting PTO or sick time, if applicable. Otherwise, non-exempt employees must use their own sick time, paid time off, or leave without pay if the employee has no other leave available.

IF YOU TEST POSITIVE FOR COVID-19 (regardless of vaccination status)

- Provide your manager with positive test results via email or text
- Isolate – stay home for 5 days
- If you have no symptoms, or your symptoms are resolving after 5 days, you can return to work, and
- Continue to wear a mask around others for an additional 5 days.

If you have a fever, continue to stay home until your fever resolves

IF YOU WERE EXPOSED TO SOMEONE with COVID-19

- Wear a mask around others for 10 days
- Monitor for symptoms
- Test on day 5, if possible
- Stay home if symptoms develop or if COVID-19 test is positive

COVID-19 VACCINES

If an employee has not received a vaccine and wishes to do so, the Company will continue to provide paid time off to workers for the time it takes to get vaccinated (up to two hours per dose) and, if applicable, time to recover from side effects, if any. Employees are to work with their respective manager to schedule the necessary time off.

CONTINUED MASK REQUIREMENT

All employees and guests are required to continue wearing a Centers for Disease Control and Prevention (CDC)-recommended face mask covering nose and mouth when gathering in conference rooms, when away from individual offices or workstations, while working closely (less than 6') outdoors with one or more individuals, and when travelling in company vehicles and mobile equipment with more than one individual.

CONTINUED REQUIREMENTS FOR UNVACCINATED STAFF

Unvaccinated employees are required to continue masking-up when sitting/working in their office or workstation at all times, except when actively eating or drinking.

IMPORTANT: This memo supersedes all previously published & spoken company COVID pay criteria.