

# **Alvin Ailey Dance Foundation**

## **2020 Covid-19 Policies and Procedure**

**July 31, 2020**

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# COVID-19 Policies and Procedures

## 1.0 Introduction

### 1.1 An Introduction to Alvin Ailey's 2020 COVID-19 Policies and Procedures

Alvin Ailey Dance Foundation (Ailey) considers the health and safety of our employees a top priority. As the organization transitions to having non-essential staff return to work on-site we want to reassure you that we intend to follow best practices when it comes to protecting our employees and stopping the spread of COVID-19 in our facilities. This 2020 COVID-19 Policies and Procedure Manual serves as a temporary addendum to the current Ailey Employee Manual. Unless stated differently in this Manual, all policies and procedures in the existing Employee Manual remain in effect until further notice.

Ailey also complies with all federal, state, and local employment laws and regulations put forth in the relation to the COVID-19 Pandemic, and this handbook generally reflects those laws applicable. If any provision of this handbook is inconsistent with any applicable law or regulation, such law or regulation will control.

The employment policies and/or benefits summaries in this handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined in accordance with this Handbook unless it conflicts with a specific provision of an applicable collective bargaining agreement.

Please take the time now to read this manual carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to this manual, which sets out the basic rules and guidelines concerning employment and operational practices as we navigate the COVID-19 Pandemic. Ailey reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Please understand that no employee handbook can address every situation in the workplace and we will strive to be flexible and unexpected situations arise.

In furtherance of this commitment, we will continue to monitor the COVID-19 situation and update these policies and procedures as new information and regulations become available. Specifically, please note, that this is a working document that will regularly be updated to reflect changes in state and federal guidelines related to the COVID-19 pandemic.

If you have questions about our COVID-19 responses or any provisions in this manual, contact Human Resources.

Finally, neither Ailey's Personnel Manual nor this 2020 COVID-19 Policies and Procedure Manual constitutes a contractual relationship, either expressed or implied, between any employee and

Ailey, guarantees any fixed terms or conditions of employment, nor does either alter any employee's at-will employment relationship with Ailey.

We thank you for your cooperation in keeping Ailey a safe and welcoming place for all!

## **2.0 Hiring and Orientation Policies**

### **2.1 Updates to Recruiting, Hiring, and Onboarding Procedures**

Until further notice, all recruiting, hiring, and onboarding will be conducted using remote practices.

- Applicants will continue to apply online through the Ceridian Day Force portal
- Interviews shall be conducted via video conference
- Paperwork will continue to be administered via email or via Ceridian. New Hires needing assistance can request a video session with Human Resources
- Onboarding Presentations will be conducted via video conference and best efforts will be made to provide department specific trainings virtually

Ailey is committed to meeting the needs of applicants and new hires who request reasonable accommodations.

## **3.0 Scheduling Practices**

### **3.1 Attendance Policy**

Your schedule may be altered at this time to accommodate social distancing practices. Your supervisor will work with you to develop a schedule that ensures a safe commute and workspace for you and your team.

We understand at this time that your commute to work may be affected by reduced public transportation or that you may choose to wait for a less crowded train or bus. If these factors lead to a late arrival, we ask that you do your best to notify your Supervisor as soon as possible. While we are understanding that there will be a period of adjustment, continued or excessive tardiness, that is not due to a legally protected absence, will be monitored and may result in disciplinary action.

If you are to be absent from work, you must notify your Supervisor as soon as possible. If your absence is due to COVID-19 related symptoms, to care for someone with COVID-19 related symptoms, or to care for child out of school due to COVID-19 related closures we ask that you please notify Human Resources as soon as possible, in accordance with the COVID-19 Leaves policies below, to determine your eligibility for Federal or State mandated leaves.

### **3.2 Use of Break Rooms and Other Common Areas**

Employees are prohibited from congregating in break areas. At this time, Ailey is closing off the use of most shared spaces and appliances, including kitchens, refrigerators and microwaves. No vending machines or water fountains will be available. Ailey will provide bottled water, although employees and students will be asked to bring beverages to the building. We ask that employees do not bring food requiring refrigeration or heating for their meals. Kitchen sinks will remain available for hand washing only. Employees will be asked to return reusable containers brought from home back to their home or to dispose of containers in the trash. There will be no food deliveries. Leaving the Ailey building to acquire food and bring food back into the building is prohibited. Employees will be encouraged to make use of Ailey's patio, adhering to mandated social distancing.

### **3.3 Telecommuting**

As Ailey phases employees back to on-site operation, some staff may be asked or permitted to continue telecommuting for all or part of their schedules. Consideration for staff requesting to continue working remotely will be reviewed on a case-by-case basis and Ailey reserves the right to reevaluate telecommuting agreements at any time. Please note that some positions cannot accommodate ongoing telecommuting.

The following provisions may be required of those continuing to work remotely:

- A schedule of hours expected to work
- A list of assignments or projects to be worked on
- A weekly summary report of assignments or project status

While working remotely, the following policies and procedures will apply:

- All applicable Employee Manual policies apply
- All employees must track and record their hours worked in Ceridian
- Nonexempt employees must take break and rest periods as required by law and/or Ailey policy
- Request to work overtime or to use sick leave, vacation, or other leave must be approved by your Supervisor in the same manner as required when working in the office
- Employees agree to and understand that all obligations, responsibilities, terms, and conditions of employment with Ailey remain unchanged, except those obligations and responsibilities specifically addressed in a remote work agreement
- Employees agree to report to Ailey any instances of loss, damage, or unauthorized access of Ailey equipment or information at the earliest reasonable opportunity
- Employees agree to report work-related injuries to their Supervisor at the earliest reasonable opportunity

- Employees understand that all equipment, records, and materials provided by Ailey remain the property of Ailey and agree to return Ailey equipment, records, and materials upon conclusion of remote work

## **4.0 Health and Safety**

### **4.1 Health and Hygiene Protocols**

It is the responsibility of all Ailey employees to maintain a healthy and safe work environment. All employees must take the following precautions while at work.

- Notify your Supervisor and go home if you feel sick
- Wash your hands often, and for the recommended 20 seconds. No-touch paper towel dispensers will be added to certain locations and hand sanitizing dispensers are provided in all employee areas for when hand washing is not available
- Stay at least 6 feet apart when moving through the workplace
- Wear a face mask or covering at all times in shared and public spaces
- Wipe down surfaces and equipment with disinfectant after use
- Gloves are available upon request
- Use proper removal techniques for mask and gloves and clean your hands afterwards. Such removal techniques will be reviewed as part of Ailey's return to work training and education campaign at least two weeks prior to employees returning to work. This campaign will be available to all employees on a multi-pronged platform.
- Call, email, message, or video conference as much as possible rather than meet face to face.

Additional information regarding Ailey's COVID-19 health and hygiene protocols can be found in Ailey's COVID-19 Safety Plan.

### **4.2 Self-Monitoring and Reporting COVID-19 Symptoms**

Ailey will deploy a screening application and contact tracing system that will comply with Governor Cuomo's New York Forward guidelines and which will include temperature checks as well as reporting to local, state and federal health agencies as mandated by law. This may be completed at any time an employee wishes, prior to arriving at the office.

The CDC provides the following list of COVID-19 symptoms. Refer to CDC guidance on 'Symptoms of Coronavirus' for the most up to date information on symptoms associated with COVID-19.

- Cough
- Shortness of breath or difficulty breathing
- Fever

- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell

If an employee reports having potential exposure to, symptoms of, or tested positive for COVID-19, Ailey will follow the appropriate actions recommended by the CDC, Department of Health, and other officials including but not limited to internal investigations, contact tracing and thorough sanitization of affected areas. Ailey will not disclose the name of any employee, student, volunteer, or guest that tests positive or displays symptoms of COVID-19, or has been exposed to someone who tests positive or displays symptoms of COVID-19, but will notify employees immediately if they may have interacted with such an individual. Exposed individuals or teams may be asked to isolate or quarantine. Ailey will notify the state, local health department, and/or any other state or local authority, as required by applicable law.

Employees that test positive for COVID-19 or have any of the above-listed COVID-19 symptoms will be permitted to return to the office in accordance with CDC and New York State guidance.

An employee may be asked to self-quarantine if they have had contact with an individual that has tested positive for COVID-19.

#### **4.3 PPE**

Appropriate Personal Protective Equipment (PPE) must be worn by all employees in adherence to state and local regulations and guidance. Training on proper use of mask, gloves and PPE will be provided as well as the PPE upon return to work.

- Face masks or coverings are available to all employees and must be worn while working onsite any time individuals must come within six feet of another person.
- Disposable gloves are available to all employees. Gloves are required for certain employees including Facilities and Studio Operations Personnel.

#### **4.4 Mail Use Policy**

At this time, we ask that staff refrain from entering the Ailey building to collect mail and packages. Ailey will notify each staff member when they have mail or a package. Staff must notify their supervisors when they intend to pick up their mail or packages.

#### **4.5 Meetings and Other Interactions**

In-person meetings are restricted until further notice. Phone and web conferencing tools are available to all staff to facilitate meetings.

Employees should also limit visitation to other buildings/departments. At this time, unless the responsibilities of your position require you to do so, employees are restricted from entering buildings or workspaces that are not their own.

At this time, Ailey may designate hallways, entrances, and stairwells as one-way. Signage and directional guides will be posted and all staff are asked to follow one-way practice where designated. Additionally, use of the elevator is limited to two (2) individuals at a time who will be required to wear masks and to stand as directed to maximize safety compliance.

#### **4.6 Communal Equipment**

Ailey is eliminating communal equipment, where possible, to reduce the number of common touch points available throughout the office. However, certain shared equipment is unavoidable, and therefore staff will be required to wipe down the equipment with disinfectant before and after each use. Examples of such equipment include copiers and printers, phones, fax machines, radios, computers and other communication devices, cleaning equipment, keys, maintenance tools, safes, etc.

### **5.0 COVID-19 Leaves**

#### **5.1 Emergency Paid Sick Leave Policy (COVID-19)**

Ailey provides employees with emergency paid sick leave for certain covered reasons between April 1, 2020 and December 31, 2020. This time is provided in accordance with the Emergency Paid Sick Leave Act, which is part of the Families First Coronavirus Response Act (FFCRA).

##### Eligibility

All employees are eligible for emergency paid sick leave for the covered reasons below.

##### Reason for Leave

You may take emergency paid sick leave if:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual subject to an order described in reason (1) above or who has been advised to quarantine or isolate as described in reason (2) above;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or

6. You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

### Duration/Compensation

Full-time employees are entitled to up to emergency paid sick leave up to 2 weeks (80 hours maximum). Part time employees are eligible to take a prorated amount of emergency paid sick leave based on the number of hours that the employee works, on average, over a two-week period. For example, if you generally work 20 hours per week, then you will be eligible to take up to 40 hours of emergency paid sick leave.

For part-time employees with varying hours the number of paid sick leave hours that the employee will be entitled to is as follows:

- If the part-time employee has been employed for at least six months, the employee is entitled to up to the number of hours of emergency paid sick leave equal to 14 times the average number of hours that the employee was scheduled to work each calendar day over the six-month period ending on the date on which the employee takes emergency paid sick leave, including any hours for which the employee took leave of any type.
- If the part-time employee has been employed for fewer than six months, the employee is entitled to up to the number of hours of emergency paid sick leave equal to 14 times the number of hours the employee and the employer agreed to at the time of hiring that the employee would work, on average, each calendar day. If there is no such agreement, the employee is entitled to up to the number of hours of emergency paid sick leave equal to fourteen times the average number of hours per calendar day that the employee was scheduled to work over the entire period of employment, including hours for which the employee took leave of any type.

The rate of your pay depends on your reason(s) for taking leave.

- For absences taken for reasons (1), (2) and (3) above, the employee will receive pay at the greater of your 100% of the employee's regular rate of pay or the applicable minimum wage, subject to a cap of \$511 per day, and a maximum of \$5,110 in total.
- For absences taken for reasons (4), (5) and (6) above, the employee will be paid at two-thirds of the greater of your regular rate of pay or the applicable minimum wage, subject to a cap of \$200 per day, and a maximum of \$2,000 in total.

## Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave. Ailey will comply with applicable local, state, and federal leave laws, and will provide emergency paid sick leave consistent with applicable laws.

No leave provided by Ailey before April 1, 2020 may be credited against your leave entitlement. In addition, no unused emergency paid sick leave can be carried over after December 31, 2020. Leave will not be cashed out at any time during employment or upon separation of employment.

## Requesting Leave

If you need to take emergency paid sick leave, provide notice of your need to use the leave as soon as possible. After the first workday (or portion of a workday) of emergency paid sick leave used, you must follow normal reporting procedures for absences from work.

## Intermittent Use of Leave

Generally, emergency paid sick leave must be used in full day increments. If you are permitted to telework, but you are unavailable to do so because of one of the qualifying reasons for emergency paid sick leave, you may take paid sick leave intermittently, as permitted by applicable law. If you normally report to work at the office and are using emergency paid sick leave for reason (5) above, you may use sick leave intermittently, as permitted by applicable law.

## Documentation

After requesting leave, you must provide the following information (in writing) in order to be paid for use of emergency paid sick leave. A form can be made available by contacting Human Resources:

- Your name;
- Date(s) for which leave is requested;
- A statement of the qualifying reason for requesting emergency paid sick leave and written support for such reason. For example, the source of any quarantine or isolation order, or the name of the health care provider who has advised the employee to self-quarantine. This documentation may include a copy of the Federal, State or local quarantine or isolation order related to COVID-19 applicable to the you or written documentation by a health care provider advising you to self-quarantine due to concerns related to COVID-19.
- A statement that you are unable to work, including telework, for that reason.
- In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine,

and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

- In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include:
  - The name and age of the child (or children) to be cared for;
  - The name of the school that has closed or place of care that is unavailable;
  - A representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave; and,
  - With respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.
- Additional documentation or substantiation may be required based on Internal Revenue Service (IRS) forms, instructions, and information for the procedures that must be followed for Ailey to claim a tax credit.

### Retaliation

Ailey prohibits retaliation against employees who request or take leave in accordance with this policy or applicable laws.

### Expiration

This policy expires on December 31, 2020

## **5.2 Expanded Family and Medical Leave Policy (COVID-19)**

Ailey provides eligible employees with up to 12 weeks of expanded family and medical leave for leave under the Family and Medical Leave Act (FMLA) if they need time off from work because their child's school or daycare has been closed due to the COVID-19 public health emergency between April 1, 2020 and December 31, 2020 under the FFCRA. Ailey's existing FMLA policy still applies to other FMLA-qualifying reasons not addressed in this policy.

### Eligibility

Expanded family and medical leave is available to all employees that have been employed by Ailey for at least 30 calendar days before their leave is to begin. You are considered to have been employed by Ailey for at least 30 calendar days if:

- You were on Ailey's payroll for 30 days immediately prior to the day your leave would begin; or

- You were laid off or otherwise terminated by Ailey on or after March 1, 2020 and were rehired or otherwise re-employed by Ailey on or before December 31, 2020, provided that you had been on Ailey's payroll for leave upon reinstatement if you had been previously employed by Ailey for 30 or more of the 60 calendar days prior to your layoff or termination.

### Reason for Leave

Leave under this policy is limited to circumstances due to your need to care for your son or daughter whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Your need for leave under this policy is qualifying only if no suitable person is available to care for your child during the period of such leave.

### Requesting Leave

If you need to take expanded family and medical leave, provide notice as soon as practicable under the circumstances.

### Duration of Leave

You will have up to 12 weeks of leave to use in a 12-month period as defined in Ailey's FMLA policy, for the reason stated above. This period of leave is included in, and not in addition to, the total FMLA leave entitlement of 12 weeks (or 26 weeks, as applicable). Rather, it is an additional reason to use FMLA leave. If you already have used some FMLA leave within the last 12-months, then any remaining FMLA leave may be used for this new reason. If you already used the full entitlement of FMLA leave entitlement for other reasons within the last 12 months, then no additional leave is available for this new reason.

### Intermittent Use of Leave

If you are permitted to telework, but are unavailable to do so for the reason listed above, Ailey will allow you to take extended FMLA leave intermittently, in any agreed increment of time. If you normally report to work at the office but are unable to do so for the reason listed above, Ailey will allow you to take extended FMLA leave intermittently, in any increment of time.

### Compensation

The first 10 days of expanded family and medical leave are unpaid. However, during this period, you may use accrued paid vacation, sick, or personal leave, to the extent that you have such

leave available, and will receive payment in accordance with the applicable policy. You may also elect to use paid leave provided under the Emergency Paid Sick Leave Act, to the extent that you have such leave available. Please refer to Ailey's Emergency Paid Sick Leave Act leave above.

After the first 10 days of expanded family and medical leave, you will be paid for leave at the rate of two-thirds of your regular rate of pay for the number of hours you would otherwise be scheduled to work. Pay will not exceed \$200 per day and \$10,000 in total for the 10-week period. Any unused portion of this leave will not carry over to the next year and will not be cashed out during employment or upon separation from employment.

Ailey will provide this leave consistent with applicable laws.

Employees may choose to supplement the two-third pay (up to a maximum of \$200 per day) received under the Expanded Family and Medical Leave law with accrued paid time off, not to exceed 100 percent of regular pay.

#### Documentation

After requesting extended family and medical leave, you must provide the following information (verbally or in writing). A form can be requested from Human Resources:

1. Your name;
2. Date(s) for which leave is requested;
3. Qualifying reason for the leave;
4. Verbal or written statements that you are unable to work because of the qualified reason for leave;
5. Documentation supporting the need for leave. For example, a notice of closure or unavailability from the employee's child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to the employee from an employee or official of the school, place of care, or child care provider.
6. A representation that no other suitable person will be caring for the child during the period for which you take expanded family and medical leave; and
7. If applicable, a statement that the employee's child or children are over 14 years of age and that special circumstances exist requiring the employee to provide care to that child during daylight hours.

Additional documentation or substantiation may be required based on forthcoming Internal Revenue Service (IRS) forms, instructions, and information for the procedures that must be followed for the Company to claim a tax credit.

### Restoration

Upon returning to work at the end of leave, you will be reinstated to the same position or a comparable position, subject to any applicable exceptions. However, you have no greater rights to reinstatement or to other benefits and conditions of employment than if you had not taken the leave. You will not lose any benefits that accrued before leave was taken.

### Retaliation

Ailey prohibits retaliation against employees who request or take leave in accordance with this policy.

### Expiration

This policy expires on December 31, 2020.

## **5.3 NY COVID-19 Leave Benefits**

### Eligibility

All employees (including, full-time, part-time, temporary, and seasonal employees) are eligible for emergency paid sick leave pursuant to this policy, for the qualifying reasons provided below. Emergency paid sick leave is separate from, without loss of, and in addition to, any other earned or accrued sick, vacation, or personal days earned by employees pursuant to Ailey policy, including, but not limited to, vacation and Paid Sick and Safe Time.

You are not eligible for leave if you are deemed asymptomatic or have not been diagnosed with a medical condition and are physically able to work remotely or through other means while under a mandatory or precautionary order of quarantine or isolation.

If you have returned to the United States after non-business-related travel to a country from which the Center for Disease Control (CDC) has issued a level two or three travel health notice, you are not eligible for these benefits if you were provided notice of the travel advisory and chose to travel anyway. Similarly, if you return from voluntary, non-essential domestic travel to any high-risk state within the United States, as so designated on the New York State Department of Health's website (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>) based on the state's positive test rate higher than 10 per 100,000 residents, or higher than a 10 percent test positivity rate over a seven-day rolling average, you are not eligible for these benefits. This applies to travel that commenced on or after June 25, 2020.

All employees who are ineligible for emergency paid sick leave due to travel are entitled to use any other applicable accrued leave provided by Ailey policies. If you do not have any accrued leave, you may use unpaid leave for the duration of the quarantine or isolation.

### Use of Emergency paid Sick Leave

Employees can use emergency paid sick leave if the employee is subject to a mandatory or precautionary order of quarantine or isolation issued by the State of New York, the Department of Health, a local board of health, or any governmental entity duly authorized to issue such order, due to COVID-19. If an employee's local health department or board, or other appropriate government entity is unable to immediately provide the employee with the order of quarantine or isolation, the employee should submit documentation from a licensed medical provider that has treated the employee, attesting that the employee qualifies for the order as follows:

- If the employee is subject to mandatory isolation, the attestation must say: (1) The employee has tested positive for COVID-19; or (2) Testing is not currently available the employee, but the employee has COVID-19 symptoms and has had contact with a known COVID-19 case.
- If the employee is subject to a mandatory quarantine, the attestation must say: (1) The Employee has been in close contact with someone who has tested positive for COVID-19 or who is currently in mandatory isolation; or (2) The employee has COVID-19 symptoms and has returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19.
- If the employee is subject to a precautionary quarantine, the attestation must say: (1) The employee is asymptomatic and has returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19; or (2) The employee has been determined to have had proximate exposure with someone who has tested positive for COVID-19 while that person was symptomatic.

New York Employees are eligible for up to 5 days of emergency paid sick leave. Unless otherwise required by law, these 5 days are measured as calendar days, and are paid based on the amount of pay the employee would have otherwise received during the relevant 5 calendar day period. Employees will be paid their regular rate of pay for the amount of time the employee would have been scheduled to work during a 5-day calendar period. Unless otherwise required by law or expressly requested by the employee, leave under the FFCRA will run concurrently with the emergency paid sick leave.

After the exhaustion of paid sick leave, an employee may be eligible for paid family leave benefits and disability benefits, if they remain subject to a mandatory order of quarantine or isolation. Information on how to apply for DBL and/or PFL when you are under an Individual Quarantine Order is available at <https://paidfamilyleave.ny.gov/if-you-are-quarantined-yourself#how-to-apply>.

For questions regarding paid family leave and FFCRA leave, please contact Human Resources.

### **Reporting Emergency Paid Sick Leave Use**

If an employee is unable to work or telework and is under a mandatory or precautionary order of quarantine or isolation in New York State, the Employee should contact their manager about the need to receive emergency paid sick leave pursuant to this policy as soon as practicable

### **Restoration**

Upon return from leave, you will be restored to the same position you held prior to the leave with the same pay and other terms and conditions of your employment.

### **Business Closure**

If Ailey temporary closes or goes out of business due to COVID-19, you may not be eligible for the above benefits and should immediately apply for unemployment insurance. The standard one-week waiting period to become eligible to apply for unemployment insurance benefits has been waived. Information on how to file a claim can be obtained at <https://dol.ny.gov/unemployment/unemployment-insurance-assistance>.

### **Discrimination and Retaliation**

Ailey will not discriminate or retaliate against employees who take leave in accordance with this policy or applicable law.

## Acknowledgement of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Alvin Ailey Dance Foundation 2020 COVID-19 Policies and Procedure Manual and that I have read it, understand it, and agree to comply with it. I understand that Ailey has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the manual at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. I also understand that all policies and procedures detailed in the current Employee Manual still apply unless otherwise specified in the policies detailed in this manual.

If I am covered by a collective-bargaining agreement that conflicts with the terms of the manual, I understand that the terms of the collective-bargaining agreement will control.

If I have any questions about the content or interpretation of this manual, I will contact Human Resources.

Finally, I understand that neither Ailey's Personnel Manual nor this 2020 COVID-19 Policies and Procedure Manual constitutes a contractual relationship, either expressed or implied, between any employee and Ailey, and neither manual guarantees any fixed terms or conditions of employment, nor does either alter my at-will employment relationship with Ailey.

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Signature

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Date

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Print Name