



Employee Notice

TRAVEL RESTRICTIONS FOR THE STATE OF PA

Effective as of July 15, 2020

This communication is an update to the PA State order requiring a 14-day quarantine period after travel to specific areas. The Department of Health for the State of PA is now **recommending** PA residents traveling to any of the states listed below self-quarantine for 14 days upon returning from these high COVID-19 areas. If you are planning to travel to one of these states, Mack Trucks is strongly encouraging employees to consider other alternatives for the summer shutdown period. Please continue to consider risks of exposure to COVID-19 as you make your personal travel and vacation plan decisions, and refer to CDC Travel Guidelines and state-specific orders.

To ensure we can continue to build and transfer trucks for our customers, as well as lower the safety risk of COVID-19 transmission for employees, we are asking all employees traveling to one of the states listed below to self-identify prior to the Summer Shutdown period. Employees can do this through an HR Kiosk. This must be completed ASAP, but no later than **Friday, July 17, 2020**. Please note that **employees are required to quarantine if they have traveled internationally or been aboard a cruise ship**.

PA is **now recommending quarantine** when returning from the states **currently** listed below. **Note: This list is subject to change as per Pennsylvania State orders:**

Alabama	Florida	Louisiana	South Carolina
Arizona	Georgia	Mississippi	Tennessee
Arkansas	Idaho	Nevada	Texas
California	Iowa	North Carolina	Utah
Delaware	Kansas	Oklahoma	

Bargaining Unit Employees: When you quarantine per the PA order, the period of the quarantine **will not be compensated**. You will have a choice of how to cover your 14-day quarantine time. You will be able to either take an **Unpaid Personal Leave of Absence**, or to use **casual time** if eligible to cover the absence. If you choose the unpaid personal leave of absence, you may apply for unemployment. However, it is up to the State of PA to determine eligibility for unemployment compensation, not Mack Trucks.

Management Employees: When you quarantine per the order, you must work with your manager to determine if you are eligible to work from home. If not, then you are required to use your **Earned Time Off** to cover your absence.

If you have any questions related to this travel restriction notice, please contact your manager and they will forward your questions to Human Resources.

The PA governor's order can be found on the PA Department of Health web site: go to www.health.pa.gov and click "Travelers" under "POPULAR ON HEALTH.PA.GOV."

July 15, 2020