

September 8, 2020

RE: COVID-19 Pay and Schools Reopening

Managers,

2020 has been an undeniably challenging year. I continue to be incredibly impressed by the resiliency of our employees. The pandemic has challenged us to test our business continuity plans and has forced us to consider situations that I never dreamed would occur. Last spring, when the virus moved into pandemic status, we quickly established a cross-functional team of senior leaders to proactively monitor the ongoing situation and guide actions and steps to protect employees while also ensuring business continuity. As the COVID-19 epidemic evolves, so do our actions to ensure the safety and well-being of our employees, their families, and our customers.

We are now moving into yet another phase of our COVID response. We all find ourselves struggling to navigate the changing landscape of local, state, and federal regulations and guidance. Individual circumstances and perceptions further complicate an already challenging situation. When schools and many other essential activities closed last spring across the nation, collectively as people, we adapted and provided support and empathy to one another in light of the unprecedented situation. The reopening of schools for the new academic year adds a whole new layer of complexity, and we understand that this presents significant challenges for many of our employees. As such, I want to clarify some important changes that we have made to the COVID Pay Policy.

We have revised this policy to include the remote/hybrid school situation for our employees who have school age children and dependents. This program is a very important offering that the Company has put in place and it is important that both you and your employees understand its application. I ask you to please review the updated policy and reach out to HR for guidance for specific situations. As managers, it is your responsibility to maintain communications with your employees, and hopefully you already have an understanding of what some of your team may be dealing with.

We are not issuing this policy to all employees, but rather, asking you, as managers, to implement the policy utilizing the attached School Accommodation Form to develop a plan that supports the needs of the employee as well as the expectations of the Company. This may mean that employees alter their routine schedule or seek other benefits or options that may need to be considered together. I'd ask that we all operate on our shared value of mutual respect.

Please watch for a meeting invite in the next couple of days for us all to meet to and answer any questions you may have. I thank you for your leadership through these trying times.

Brian J. House
President and Chief Executive Officer

COVID-19 Pay

Effective Dates

This policy began in March 2020 and will be effective through December 31, 2020.

Eligibility

COVID-19 pay can be utilized when an employee is unable to work due to the pandemic. All full-time and part-time regular status employees are eligible for the pay regardless of hire date. The pay is meant to be primarily used by both field and office personnel who are sick themselves as well as for field employees who cannot work from home due to the nature of their work.

Pay

The total amount of COVID-19 pay that an individual employee can receive, regardless of reason or combination of reasons, is 80 hours at the regular rate of pay. The number of hours available should be based on the employee's regular work schedule. For instance, if an employee is part-time and typically works 25 hours per week, then they would have up to 50 hours for COVID-19 pay. A full-time employee would receive up to 80 hours of COVID-19 pay.

Examples

1. **An employee is diagnosed with COVID-19**, they will be eligible to use up to 10 days (up to 80 hours) of COVID-19 pay. Once this pay is exhausted and if they are unable to return to work, employees may use their PTO/sick/vacation time and/or short-term disability.
2. **An employee is taking care of a family member who has been diagnosed with COVID-19**, they will be eligible to use up to 10 days (up to 80 hours) of COVID-19 pay. Once this pay is exhausted and if they are unable to return to work, employees may use their PTO/sick/vacation time.
3. **An employee cannot work due to their child's school closure or their child's school's learning instruction type and the employee's schedule cannot be adjusted**, they will be eligible for up to 10 days (up to 80 hours) of COVID-19 pay. Once this pay is exhausted, and if they are unable to return to work, employees may use their PTO/sick/vacation time.
4. **If an employee cannot work due to self-quarantine**, they may be eligible for up to 10 days (up to 80 hours) of COVID-19 pay. Once this pay is exhausted, and if they are unable to return to work, employees may use their PTO/sick/vacation time.

COVID-19 pay may be requested by an employee or the company as a result of a doctor's advisement (note) for the employee to self-quarantine or as a result of a Federal, state or local mandate.

Verification and Approval

As part of the daily COVID-19 safety procedures, managers will have a wellness check-in with each employee and will report back to a central point on the status of each employee. The need for COVID-19 pay should be requested by the employee verbally or in writing to their manager and the COVID-19 pay must be approved by the manager and HR. Additional supporting documentation may be requested. If the request for COVID-19 pay is due to an employee's child's school related issue, the school accommodation form must also be completed.

Payroll Procedures

For MER, MER Diving, Drummac, and WRI, employees that are approved for COVID-19 pay can record their time as “Sick” in the MER Employee Portal. These hours will be paid at the employee’s regular rate and will not count against their PTO bank.

For Global, employees that are approved for COVID-19 pay can use the code CL0007-001 on their timecard. These hours will be paid at the employee’s regular rate and will not count against their sick bank.

Unemployment Insurance

Each state has different eligibility requirements for unemployment, and many states put emergency procedures in place to handle COVID-19. If an employee has exhausted their COVID-19 pay and their PTO/sick/vacation time, they can work with Human Resources to determine if unemployment benefits apply to their particular situation.

Benefits

The MER Companies will continue to follow the requirements of FMLA (Federal Medical Leave Act) for eligible employees and will continue their benefits for up to 12 weeks. For those employees and for situations not covered by the FMLA, benefits may be extended for up to 8 weeks. During a leave, employees will be required to pay the employee portion of the monthly premium. A leave request form should be obtained from HR and completed by the employee.



Company (circle one)

MER

Drummac

MER Diving

WRI

Global Diving & Salvage

Location _____ Region _____

Employee Information

Name _____

Job Title _____

Status (Circle one) Part-time Full-time

Date _____

Manager's Name _____

Human Resources Representative _____

School Information

City _____

State _____

School District _____

Dependent Children Information

	Age	Grade	Type of Instruction (remote, hybrid, in-person)
Child 1			
Child 2			
Child 3			
Child 4			
Child 5			

What accommodations are you requesting? Include as much information and details as possible, including school times and schedules.

This section will be completed by Human Resources

Enrolled in Benefits Y N Monthly Premium \$ _____

Change in Status Part-time Full-time Leave of Absence _____

Effective Dates _____

Approved Accommodation Details (including dates)

Signatures

Date

Employee _____

Manager _____

Human Resources _____

