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Coronavirus (COVID-19)

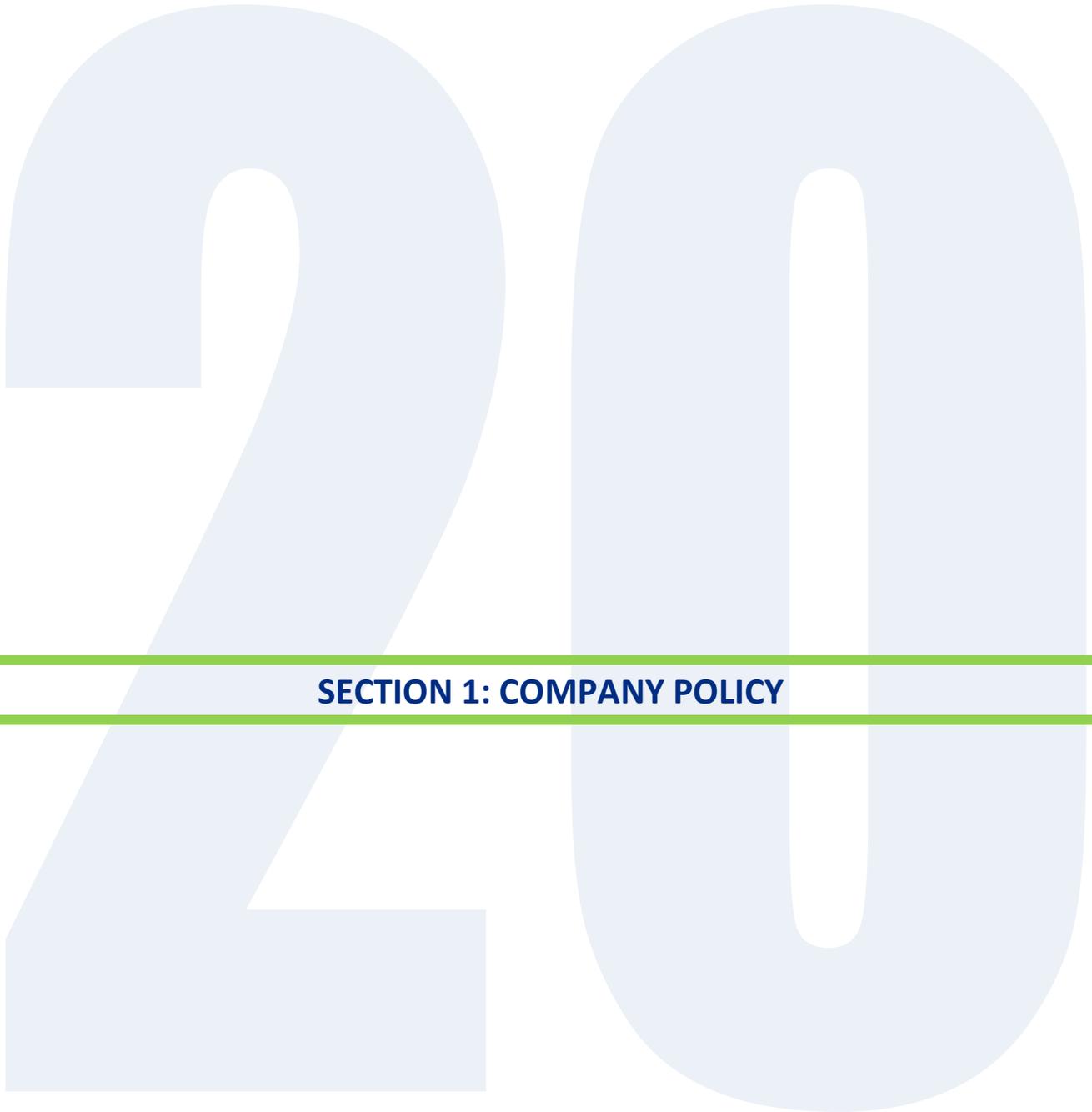
Policy and Guidelines for Employees

November 16th – Version 20

REVISIONS indicated by **HIGHLIGHTED TEXT**

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SECTION 1: COMPANY POLICY

CORNERSTONE BUILDING BRANDS COVID-19 POLICY

Cornerstone Building Brands continues to monitor the current status of COVID-19 through periodic updates from the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO). We have provided the link to the CDC site at the bottom of this document and Cornerstone Building Brands will be adhering to CDC guidance in accordance with the Company Policy and Guidelines below.

Our primary focus is to protect the health and safety of our employees, customers, and visitors. To that end, the following policy is effective immediately.

COVID-19 RISK MANAGEMENT TEAM

The following team is responsible for monitoring and updating this document and any related policies, and procedures:

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CONDUCTING BUSINESS

INTERVIEWS, ONBOARDING, AND HIRING

In-person interviews are allowed at this time. Managers and recruiters are expected to follow COVID-19 protocol (social distancing, mask wearing based on the **TRAFFIC LIGHT** risk level posted in their facility while engaged in work, sanitize hands and sanitize area after interview) when conducting job interviews.

MEETINGS

To comply with social distancing recommendations, meetings of more than 30 people should be conducted via video conference, teleconference, Microsoft Teams or Skype as an alternative to meeting face-to-face.

In-person meetings of fewer than 30 people should be conducted in rooms at less than 50% capacity while social distancing. Mask wearing based on the **TRAFFIC LIGHT** risk level posted in their facility while engaged in work; however, when social distancing can be achieved (i.e. 6 feet apart), masks are not required while seated in meeting or by presenter when standing and social distance is maintained. If meals or snacks are served, they should be prepared and packaged in individual containers (e.g., boxed lunches, single serve packaged snacks, etc.). Buffets and family-style catering are prohibited.

TELECOMMUTING

Those who can perform their job duties without disruption from home, should discuss telecommuting with their manager.

 **HR GUIDE - Telecommuting**

VISITORS

Every visitor who requires entry to a site, regardless of their reason for business, **MUST** sign in using the **Visitor Questionnaire**.

Visitors who have a fever or respond “YES” to the Visitor Questionnaire are not permitted to enter the office or facility. Until further notice, only employees, critical delivery personnel, and visitors with a business-critical need that can’t be conducted or transacted remotely are permitted on-site. Non-essential visitors, such as family, friends, vendors, etc. are not allowed entry.

 **SAFETY GUIDE – Carrier and Delivery Guidance**
SAFETY – Visitor Questionnaire

TRAVEL

BUSINESS TRAVEL

Effective May 12th, 2021, US travel restrictions have been lifted. Advance approval is still required your Business Unit/Shared Services Executive Leader.

Travel must be booked through Concur Travel. Not only is the use of Concur Travel mandated by our Travel and Expense Policy, but AMEX Global Business Travel (“GBT”) also supports our duty of care program which allows us to know where our employees are in the event of an emergency. By booking through Concur Travel we ensure the safety of our employees and are able to communicate with them in the event of an emergency.

If you need to cancel travel that has been booked through Concur, contact AMEX GBT (info below). Airlines are providing credits for booked airfare that can be used up to 12 months from the travel date. These credits will automatically be applied for a future trip on the same airline when booked through Concur.

Travel restrictions or precautions may still be advisable for people with respiratory illnesses or weakened immune systems as they may be more susceptible to infections (coronavirus, common flu, etc.). We urge you, with the help of a medical professional if needed, to be mindful of your immunodeficiencies and opt-out of any travel to minimize exposure until the current risks subside.

 <http://www.concursolutions.com>

 American Express GBT | 669-272-1448, Option 2
<https://www.amexglobalbusinesstravel.com/>

 HR – Travel Guidance

PERSONAL TRAVEL & SELF-QUARANTINE REQUIREMENTS

Self-quarantine requirements are dictated by local governmental orders. It is your responsibility to understand these requirements before you travel. If you have questions, please consult your local HR or Safety Leader.

If you travel for any reason to an area with elevated risk and local health/governmental authorities require you to self-quarantine upon return, you are required to follow local orders. Notify an HR Leader upon your return home and the requirement per local regulations.

In addition to these Guidelines, there may be other travel restrictions that have been put in place by our customers, national, provincial, state, and local governments, or other authorities, including enhanced travel screening in various locations. You also may be at risk of border closures, airport closures, or harbor closures.

EXPOSURE AND HEALTH REPORTING REQUIREMENTS

PRECAUTIONARY MEASURES

The CDC and WHO have determined one of the best methods to prevent the contraction and spread of any virus, including coronavirus, is to get vaccinated, practice social distancing, wear a CDC-recommended mask or cloth face covering (even if fully vaccinated), and perform frequent and thorough handwashing with soap and warm water. When soap and water are not available, the use of an alcohol-based hand sanitizer is an acceptable alternative.

Cornerstone Building Brands requires all locations implement a **TRAFFIC LIGHT** program based on vaccination status and/or the infection rate/mandates of the local government for all employees and visitors. This program must address masks, face coverings or face shields while engaged in work, whether at a Cornerstone Building Brands workplace, traveling for work, or performing work offsite. Some exceptions are detailed in the full **SAFETY - Face Coverings Policy**. The purpose of this face coverings policy is to (a) slow or prevent the spread and effects of the novel coronavirus to Cornerstone Building Brands employees, customers, business partners and visitors, and (b) comply with CDC and/or local, state or provincial orders face covering requirements.



RED = The area is experiencing **substantial to high transmission** of COVID-19 and / or face masks are mandated by the state / local government. **All employees —regardless of vaccination status—is required to wear face masks** while on Company property.

YELLOW = The area is experiencing **low to moderate transmission** of COVID-19 and face masks are not required by the federal / state / local government. Fully vaccinated employees who have attested that they are vaccinated through the Vaccination Attestation Form are not required to wear a face mask. However, unvaccinated employees or anyone who has not attested that they are vaccinated are still required to wear face masks on company property.

GREEN = The CDC has determined that face masks are no longer necessary for any person regardless of vaccination status AND (underline the 'AND') face masks are not mandated by federal / state / local government(s).Face masks are not required for any employee regardless of vaccination status.

When a facility decides it is appropriate to move from a red to yellow or yellow to red status based on CDC statistics, the Plant Manager and/or EHS Leader must contact Dan Helman and Chad Wieberg in advance to validate the mask change.



SAFETY – Mandatory Face Coverings Policy

PERSONAL SYMPTOMS

Employees must perform a daily health validation within two hours prior to entering any Cornerstone Building Brands facility. Temperatures are no longer being taken on-site. It is the employee's responsibility to comply with the Daily Health Validation process.

Employees who have a fever and/or signs/symptoms of COVID 19 as defined by the CDC (e.g. coughing, shortness of breath, temperature, vomiting) shall not report to work.

POTENTIAL EXPOSURE

NOT VACCINATED

Report to your manager or supervisor if you are not vaccinated and have had prolonged, close contact with anyone, including family or household members, who:

- are presumed positive or have tested positive for COVID-19, or
- feel sick with fever **and/or** have COVID symptoms (e.g. cough, vomiting, shortness of breath)

If you have had prolonged, close contact with an individual who meets either criteria above, you are required to self-quarantine for **14 days**. The **14-day** self-quarantine begins from the last moment you had close contact with the individual.

If someone in your household is presumed positive or has tested positive for COVID-19, the 14-day self-quarantine begins once the family or household member meets the criteria to end home isolation. To end home isolation, see the process outlined in **Appendix A: COVID-19 PROCESS**.

VACCINATED

Potentially exposed employees should be tested 3-5 days following the date of their exposure and wear a mask for 14 days or until they receive a negative test result. They should self-quarantine at home for 10 days if they test positive.

If you feel an illness of any kind, advise your manager or supervisor and, **if possible**, work from home until you (1) are symptom-free for 72 hours, or (2) if your symptoms are associated with COVID-19, when appropriate process outlined in **Appendix A: COVID-19 PROCESS** is completed.

VACCINATED OR NOT VACCINATED

Do not come to work sick. Please note that employees who knowingly show up to work with COVID-19 symptoms, are presumed or confirmed positive for COVID-19, or who have been tested for COVID-19 and not received their results will be subject to disciplinary action up to and including termination of employment due to risking the health and safety of our other employees. We therefore encourage all employees who are sick or have had prolonged, close exposure to someone who is presumed positive or tested positive for COVID-19 to stay home and isolate or self-quarantine (see "[Exposure and Health Reporting Requirements](#)"). Refer to the Manager Tasks which includes Sick Leave and Attendance options for the various employee scenarios.



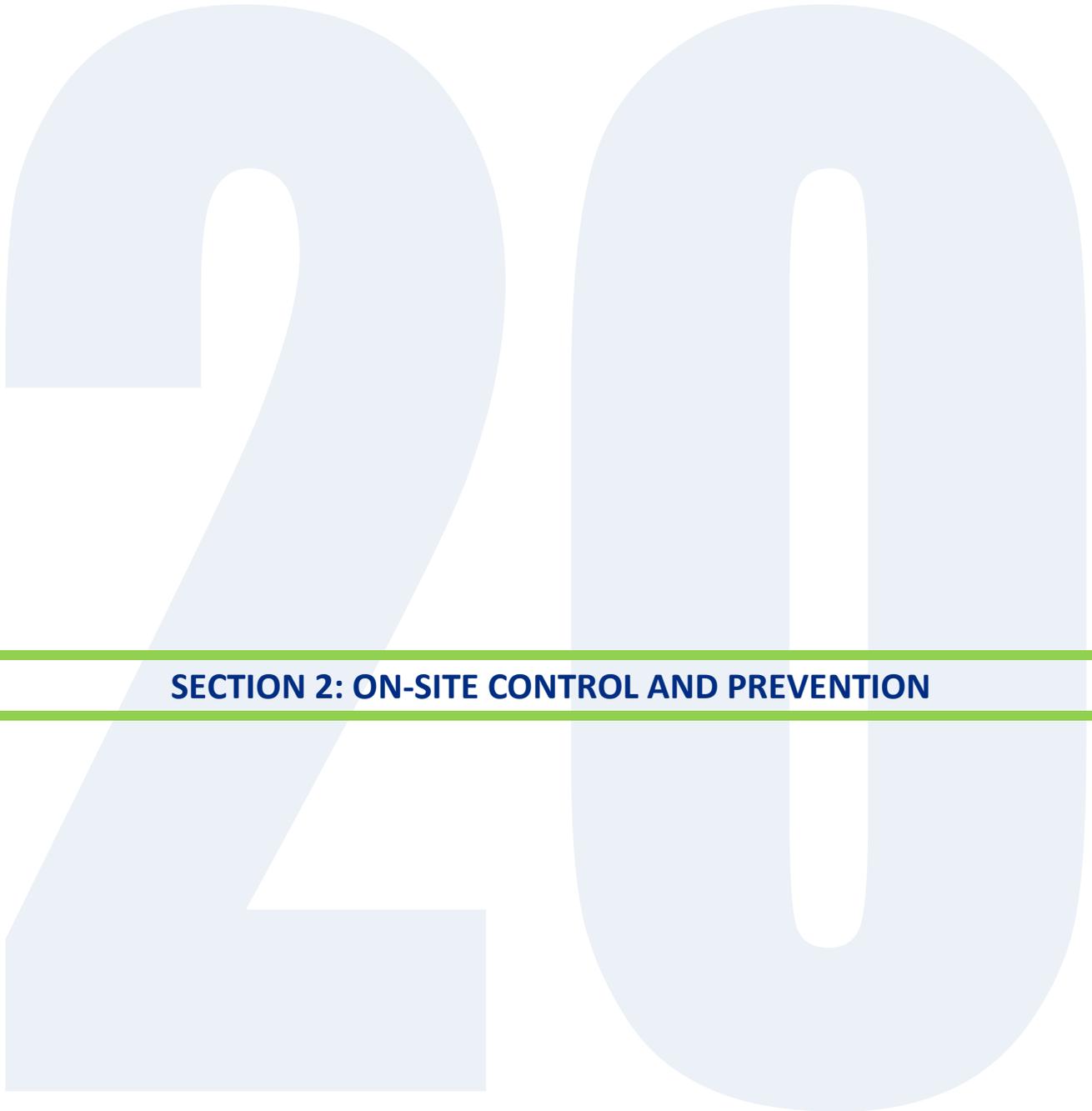
COVID-19 – Daily Health Validation

Appendix A: COVID-19 PROCESS – Tested Positive, Presumed Positive and Potentially Exposed

Be Safe.

When there is any doubt regarding a decision or behavior related to activities detailed above, Cornerstone Building Brands requests that you make decisions, do activities, and exhibit behaviors that err on the side of caution to help preserve the safety and health of all Cornerstone Building Brands employees, customers, and visitors.

END OF CORNERSTONE BUILDING BRANDS POLICY



SECTION 2: ON-SITE CONTROL AND PREVENTION

ON-SITE CONTROL AND PREVENTION

ENVIRONMENT HEALTH & SAFETY

01 Employee Training and Information

Employees must receive effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. A comprehensive hazard communication program should include container labeling and other forms of warning, safety data sheets, and employee training.

Employees will need to receive information on new disinfectants introduced to the work area.

The **Daily Employee Health Validation** poster must be displayed at all time clocks, office and facility entrances, and common area information boards. **Daily Health Validation Training** materials are available through your local Safety team.

02 Cleaning and Disinfection

Refer to Safety documents, training, and instruction for detail. For Non-Safety personnel, work with your Safety team. The CDC offers extensive guidance including [CDC's interim recommendations for cleaning and disinfection](#).

03 Masks and other PPE at work

All locations are required to implement a program requiring employees and visitors to wear CDC-recommended face coverings based on the TRAFFIC LIGHT risk level posted in their facility while engaged in work, whether at a Cornerstone Building Brands facility, traveling for work, or performing work offsite.

Please refer to Cornerstone Building Brands' **Face Coverings Policy**.

Cornerstone Building Brands business segment and facility leadership, human resources managers, and employee managers and supervisors will communicate and enforce the **Face Coverings Policy**.

04 Assess symptoms

Employees are responsible for completing a **Daily Health Validation Process** within 2 hours prior to arrival to work. Employees who respond "NO" to any of the questions on the Daily Health Validation shall NOT report to work.

Training for employees on this process is provided in the **Daily Health Validation Training** PowerPoint.

This process applies to entry into any Cornerstone Building Brands location/worksites (Office, Manufacturing Facility, Warehouse, Customer Site, Product install teams, or Outside Sales).

05 Visitors and Carrier/Delivery Services

Every visitor who requires entry to a site, regardless of their reason for business, MUST sign in using the **Visitor Questionnaire**.

Visitors who respond "YES" to the **Visitor Questionnaire** are not permitted to enter the office or facility.

Until further notice, only employees, critical delivery personnel, and visitors with a business-critical need that can't be conducted or transacted remotely are permitted on-site. Non-essential visitors, such as family, friends, vendors, etc. are not allowed entry. See the **Carrier/Visitor Services Guidance** for additional information.

06 Inspections

In the event a Health Department Inspector arrives at your facility, notify Safety Leadership and follow the criteria outlined in the **Health Department Inspection Guidance**.

07 RESOURCES/LINKS

SAFETY - Health Validation Poster

SAFETY - Health Validation Training

SAFETY – Health Department Inspection Guidance

SAFETY – Visitor Questionnaire

Internal Documents

SAFETY – Carrier and Delivery Services Guidance

SAFETY – Face Coverings Policy

TRAFFIC LIGHT MASK GUIDANCE

CDC – Interim Guidelines for Cleaning and Disinfection

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

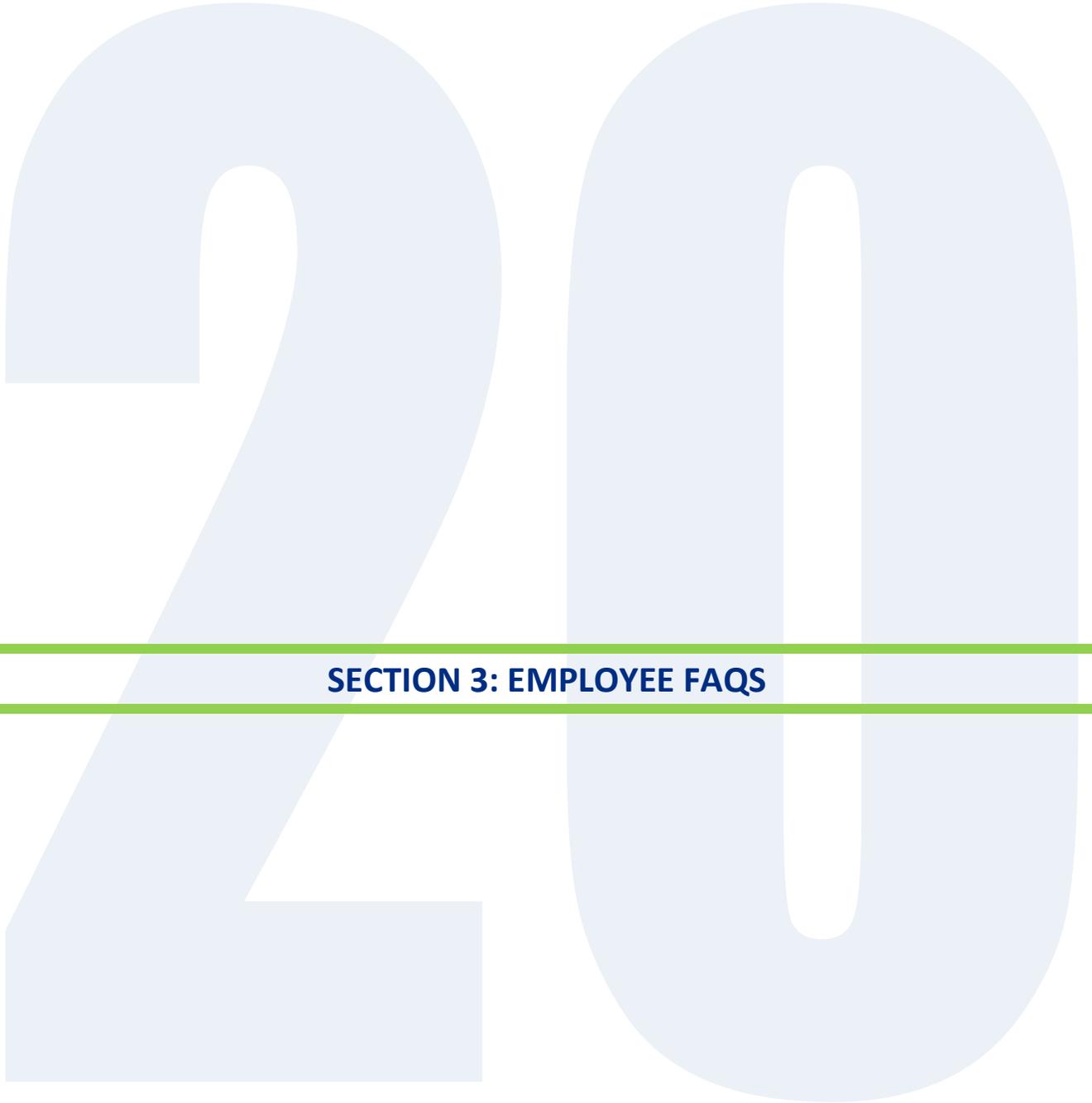
END OF ON-SITE AND CONTROL SECTION

Submit your question...

For HR and/or Business leader use.



https://cornerstonelistens.cornerstone-bb.com/jfe/form/SV_8cuyRnPLX8BA1PD



SECTION 3: EMPLOYEE FAQs

COVID-19 EMPLOYEE FAQs

EMPLOYEE HEALTH AND SAFETY

Q1) What can I do to protect myself and my family from the virus?

Stay informed.

- Follow CDC guidelines and World Health Organization guidelines. Additionally, each state, city or province may have specific requirements and pandemic planning resources
- Follow [CDC guidelines for hygiene](#) practices that help prevent exposure, including covering coughs and sneezes, frequent handwashing and cleaning commonly used surfaces daily
- [Wear a face covering](#), surgical mask, or face shield depending on vaccination status and the infection rate/mandates of your local area.
- Practice [social distancing](#) – maintain a distance of at least six feet from others

Q2) For not vaccinated employees: What if I'm sick or think I may have been exposed to COVID-19?

You are required to self-report to HR *and* isolate or self-quarantine for 14 days if you've:

- Been diagnosed with or are experiencing symptoms of COVID-19 per CDC guidelines (e.g. temperature, shortness of breath, coughing, vomiting)*
- Been advised by a health care provider to seek COVID-19 testing or to self-quarantine due to concerns related to COVID-19
- Had prolonged close contact with people who are symptomatic or had known prolonged exposure to infected individuals, including members of your household

* *Employees who are COVID-19 tested-positive, presumed-positive, or potentially exposed will not be allowed to return to the workplace until they have satisfied the criteria for ending isolation or self-quarantine (See **Appendix A: COVID-19 PROCESS**).*

In addition, please follow CDC Guidelines and:

- Stay home when you are sick and call your doctor if you think you have been exposed
- Separate yourself and isolate from other people in your home
- Self-quarantine until your test results are received – do not return to work while waiting for results

Please note that employees who knowingly show up to work with COVID-19 symptoms, while potentially or tested positive for COVID-19, or after being tested for COVID-19 but before receiving test results will be subject to disciplinary action up to and including termination of employment due to risking the health and safety of our other employees.

We therefore encourage all employees who are sick, had prolonged exposure to someone who is presumed positive or tested positive for COVID-19, or have been tested for COVID-19 but have not received results to stay home and self-quarantine. Refer to the "Sick Leave and Attendance" section on options available for time away from work due to COVID-19.

Q3) What do I do if I usually carpool or use a shuttle to and from work?

Avoid carpooling to and from work, if possible, unless you've been fully vaccinated (14 days have passed since your last required vaccination). If carpooling or using company shuttle vehicles is necessary, the following best practices should be used:

- Limit the number of people per vehicle as much as possible to maintain social distancing. Use a staggered seating arrangement to avoid sitting directly behind or in front of another passenger.

This may mean using more vehicles.

- Practice hand hygiene before entering the vehicle and when arriving at the destination.
- Wear cloth face coverings or surgical masks at all times **in accordance with facility advisory**.
- Follow protective coughing and sneezing etiquette while in the vehicle.
- Clean and disinfect commonly touched surfaces after each carpool or shuttle trip (e.g., door handles, handrails, seatbelt buckles, etc.).

Q4) I tested positive for COVID-19 and have since tested negative. Am I still required to wear a face mask while at work?

Employees are required to wear **CDC-compliant cloth face coverings** or Cornerstone Building Brands-provided surgical masks or face masks at work based on the **TRAFFIC LIGHT** risk level posted in their facility while engaged in work, whether at a Cornerstone Building Brands workplace, traveling for business, or performing work offsite, unless wearing a mask in their job imposes an unacceptable safety risk. Please see Cornerstone Building Brands' **Face Coverings Policy**.

ON-SITE CONTROL AND PREVENTION – Keeping Employees Safe

Q5) What steps are being taken to protect employees in our facilities?

We're taking proactive steps to ensure employee health and safety, including:

- Maintaining a sufficient supply of anti-bacterial wipes, hand sanitizers and other cleaning materials
- Keeping you informed of best practices to promote your continued health
- Requiring social distancing (maintaining six feet away from others as much as possible)
- **Employees are required to wear CDC-compliant cloth face coverings or Cornerstone Building Brands-provided surgical masks or face masks at work based on the TRAFFIC LIGHT risk level posted in their facility while engaged in work, whether at a Cornerstone Building Brands workplace, traveling for business, or performing work offsite, unless wearing a mask in their job imposes an unacceptable safety risk. Please see Cornerstone Building Brands' Face Coverings Policy.**
- Conducting Daily Employee Health Validations

Q6) What can I do if I think I've been exposed, but I'm not enrolled in the Company's Health Insurance?

You can see a doctor virtually. You'll be charged a flat fee, regardless of insurance coverage. Any employee can use this online service whether you are insured by Cornerstone Building Brands health benefits coverage or not. Other virtual medical providers include:



<https://mdlnext.mdlive.com/home>



<https://www.teladoc.com/>



<https://www.doctorondemand.com/>

Q7) I'm concerned that I won't have access to my prescription medications. What are my options?

[CVS Caremark](#) encourages prescription holders to refill maintenance medications with a 90-day supply or up to the plan maximum to ensure continued access. They are also temporarily waiving early refill limits on 30-day prescriptions and offering free home delivery for all prescription medications.

Q8) How are we monitoring visitors to our facilities?

All visitors requesting entry to our facilities are required to review the **Visitor Questionnaire** which

asks them questions about COVID-19. They must sign, date, and confirm their responses on the **Visitor Log**.

Those who indicate exposure to COVID-19 by answering “YES” to any of the questions should be turned away from entering the location out of consideration for the health and safety of our employees.

Those who chose not to sign the questionnaire or answer the health questions are provided alternatives to leave deliveries while adhering to CDC’s social distancing guidelines. Non-business-critical visitors are prohibited at this time.

Q9) Should we be wearing surgical masks or face coverings at work?

Employees are required to wear [CDC-compliant cloth face coverings](#) or Cornerstone Building Brands-provided surgical masks or face masks at work based on the **TRAFFIC LIGHT** risk level posted in their facility while engaged in work, whether at a Cornerstone Building Brands workplace, traveling for business, or performing work offsite, unless wearing a mask in their job imposes an unacceptable safety risk. Please consult the [SAFETY – Face Coverings Policy](#) or your local safety personnel if you have questions.

TRAVEL CONSIDERATIONS

Q10) Is there a company travel ban?

Effective May 12th, travel restrictions *in the US* have been lifted. You are required to get approval from your Business Unit/Shared Services Executive Leader.

Q11) What if a customer or vendor wants me to travel?

You are free to do so after obtaining approval from your Business Unit/Shared Services Executive Leader. When visiting a customer or vendor site, you should follow CBB mask requirements as a minimum and any additional mask policy enforced in their location, whichever is more stringent. Carry a sufficient supply of masks with you at all times when you travel so you are prepared to comply with various local jurisdiction’s rules as well as customer or vendor site policies.

TELECOMMUTING, WORKPLACE CONSIDERATIONS

Q12) If I’m unable to come to work and can safely work at home, am I allowed to work remotely?

To ensure business continuity, some individuals and/or teams may choose, or be asked, to work remotely. Guidance around this policy can be found in the [HR Guide – Telecommuting](#).

Q13) If my child(ren)’s schools are closed or I need to take care of a sick family member, can I work from home?

We understand that the closing of schools and childcare facilities may impact your ability to work as normal. Before making any decisions, work with your local leadership to see what options are being considered for your location. Generally, employees have two options if unable to work:

- Use available sick or vacation paid time off
- Telecommute if your job is conducive to remote work

Q14) May I bring my child to work?

You are not permitted to bring your child(ren) to work. We are encouraging employees to exercise

every precaution and follow CDC guidance which currently includes social distancing.

MEDICAL COSTS AND COVERAGE

Q15) Will Cornerstone Building Brands waive my monthly medical premiums if I'm unable to work?

If you receive income from one of the company programs (vacation, sick, PTO or short-term disability) your benefit deductions will apply. However, if you're are placed on a non-furlough unpaid leave, your benefit deductions will pause until you return. Deductions will be taken retroactively when you return to work. Generally, deductions will be doubled until you are caught up.

Q16) Is COVID-19 covered under my medical plan? What do I do if I get sick and what will they pay?

The medical plans will cover COVID-19 as they do any other illness and are subject to plan deductibles and copays unless excepted by law. Upon enactment, the Federal Families First Coronavirus Recovery Act authorizes the waiver of deductible, copayment, and coinsurance requirements for COVID-19 testing and certain other items and services furnished to an individual during health care provider office visits, urgent care visits, and emergency room visits that result in COVID-19 testing.

Q17) Am I covered by FMLA or ADA/ADAAA if I must stay home because my child doesn't have school?

Neither the FMLA nor ADA/ADAAA apply to child day care need, but you may be eligible for a non-FMLA leave of absence.

Q18) If I have short-term disability benefits and am absent from work due to COVID-19, will the benefits apply? What if I'm not sick but a family member is?

You would need to meet the definition of disability in order to qualify for a claim and it would be treated as any other sickness or illness. The return to work date would be based on the disability and not the return to work date based on the employer or the government. Short-term disability benefits are not payable for you to care for a sick family member.

Q19) Does Family and Medical Leave apply to this situation?

It may, if you have a covered situation. FMLA doesn't usually cover leave due to the avoidance of getting sick.

Q20) Is COVID-19 an ADA/ADAAA qualifying illness?

Whether COVID-19 or an associated condition is a disability under the ADA/ADAAA is determined on a case by case basis by our Leave Administrator (VOYA). However, most transitory conditions, like the flu, are usually not considered a "disability" unless there are additional or long-lasting complications.

SICK LEAVE, PAID TIME OFF, AND ATTENDANCE

Q21) I have paid time off available. Do I have to use it if I'm required to stay home and can't work?

You are not required to use paid time off but are permitted to do so. Paid sick leave may only be used according to the criteria set out in the policy.

Q22) I've heard that companies can provide paid leave to employees through the "Families First Coronavirus Response Act." Does this apply to our company and employees?

The emergency paid family leave and paid sick leave provisions of the "Families First Coronavirus

Response Act” (FFCRA) apply to employers with fewer than 500 employees; that does not apply to Cornerstone Building Brands. You may use available vacation and sick time and be eligible for other paid and unpaid benefits provided by the Company and under existing State or local programs. Please contact your HR representative to discuss your situation.

Q23) Will unpaid absences due to school closures have a negative impact on my attendance?

Possibly. In states where childcare services have resumed, employee absences due to childcare needs will no longer be excused.

Q24) What happens to my attendance points if I’m off for more than three days but don’t have a doctor’s note?

Your attendance points will not be negatively impacted for absences resulting from to COVID-19.

Q25) If I can’t come to work due to the virus and cannot work remotely, will I continue to get paid?

You may use available paid time off and may be eligible to receive short-term disability benefits if you contract the virus. If you are unable to come to work due to caring for a family member sick with the virus and are unable to work remotely, you are not eligible for short-term disability benefits. Please contact your HR representative to discuss your situation. Further personal leaves related to childcare constraints in states where daycare facilities are fully open should be discussed with your supervisor, manager, or HR contact.

Q26) Is the company planning to lay-off or furlough employees if we don’t have enough work?

While we continue to have strong demand for our products, this pandemic is changing the business environment for all companies, including introducing the potential of government-mandated workplace closures. Our goal is to provide a healthy and stable workplace for our employees well into the future, and we’re committed to keeping a realistic view on all options in service of that goal. If you have any questions, submit them using the form at the bottom of this page.

Q27) What happens if a state or local government order requires my facility to close?

If the Company determines that your facility must be closed due to federal, provincial, state or local municipality orders, employees who cannot work remotely will be furloughed. During that time, employees can elect to use available paid time off and will not have any disruption to their healthcare coverage. In the event of a furlough, your manager will provide you with detailed information related to the specific situation at your facility. You may be asked to complete certain paperwork in order to receive paid time and continue your healthcare coverage. Your local HR representative will also be a resource in this situation.

Q28) What happens if I don’t feel safe coming to work because of COVID-19?

The company has implemented COVID-19 policies, procedures, best practices, and engineering controls to protect our employees. By following applicable CDC and other recommended guidelines and, in some areas, exceeding what’s recommended, we are enhancing safety for our employees. We monitor the latest updates for strategies and recommendations for the workplace and are quick to implement new measures applicable to our operations. Please speak with your supervisor, manager, HR contact, or Safety team about your concerns to see if they may be addressed or accommodated.

EMPLOYEE SUPPORT

Q29) If I'm not able to work or my hours are reduced, can I file for unemployment?

Yes, in some cases. Recent changes to federal law allow States to pay benefits where:

- An employer temporarily ceases operations due to COVID-19, preventing employees from coming to work; or
- An individual is self-quarantined following potential, presumed, or confirmed exposure OR per travel quarantine requirements. Once a Cornerstone Building Brands-mandated self-quarantine is over, employees are expected to return to work the following business day.

Employees should refer to their individual State's unemployment compensation website for more information about eligibility and how to apply for unemployment benefits.

Q30) Who do I call with questions?

You are welcome to contact the Employee Service Center by submitting a question using the form at the bottom of the **Cornerstone Building Brands COVID-19 employee resource site**. We're here to help and if we don't have the answer, we will find someone who does.

Q31) If I apply for unemployment, does that mean I can't use my paid sick or vacation time?

Because rules vary by state, we recommend you check with the workforce commission in your state.

Q32) Who can I talk to about how this is impacting me and my family?

You and your family have access to the Employee Assistance Program offered through Magellan. The EAP provides a confidential service of counseling, coaching, resources and referrals for many personal needs.

VACCINATIONS

Q33) Am I permitted to take time off work to get vaccinated?

Yes, you can use paid time off and are permitted to use time you have not yet earned to get the vaccine. However, you are encouraged to get vaccinated during your scheduled time off.

Q34) Am I allowed to take time off if I receive the vaccine and experience side effects?

If you are experiencing side effects from the COVID-19 vaccination, and do not meet the criteria listed in **Appendix A: COVID-19 Process**, you are permitted to take the day following the vaccination off.

This time off is excused. You are required to use paid time off and are permitted to use time you have not yet earned.

Q35) If I am fully vaccinated, am I permitted to stop wearing a mask at work?

Employees are required to wear [CDC-compliant cloth face coverings](#) or Cornerstone Building Brands-provided surgical masks or face masks at work based on the TRAFFIC LIGHT risk level posted in their facility while engaged in work, whether at a Cornerstone Building Brands workplace, traveling for business, or performing work offsite, unless wearing a mask in their job imposes an unacceptable safety risk. Please see Cornerstone Building Brands' [Face Coverings Policy](#).

Q36) If I am fully vaccinated, am I permitted to stop practicing social distancing at work?

No. While CDC guidelines indicate vaccinated persons are no longer required to practice social

distancing in most settings, we are continuing this practice for the foreseeable future and will review this guidance and make adjustments as needed.

Q37) Are we on a priority list for vaccinations because we are considered ‘essential workers’?

Because we are an essential manufacturer, we may receive a higher priority for receiving vaccinations; however, the schedules for vaccinations vary by state/locale. Please follow the guidance being provided in your community.

Q38) Will Cornerstone Building Brands offer on-site vaccinations?

Currently, the Company is not able to offer on-site vaccinations given the availability of the vaccines and current state of distribution guidelines. However, we will continue to monitor this for opportunities, particularly as more vaccines become available from different manufacturers.

Q39) Is there a certain type of vaccine I should get?

When making your vaccine plans, we encourage you to reference information provided by the CDC for guidance, including their guidance regarding recommendations for those with underlying conditions and those who are pregnant or breastfeeding.

Q40) Why isn't the Company requiring that all employees get the vaccine?

While we support the vaccine, your personal health choices are your own.

Q41) Am I required to provide my vaccination records to prove I was vaccinated?

As a rule, we are not requiring employees to provide proof of vaccination. If extenuating circumstances require proof of vaccination, this can only be requested and viewed by a member of the Human Resources team and should not be stored for any purpose.

Q42) If we aren't requiring proof of vaccination, how do we know if someone who is not wearing a mask has been vaccinated or is just choosing to not wear a mask?

Integrity is one of our Core Values, and we trust our team members to act with integrity at all times. It's critical we treat one another with respect and not discriminate based on whether someone chooses to get vaccinated or not. We must also not assume the wearing of a mask indicates a person's vaccination status as many who are vaccinated may still choose to wear them.

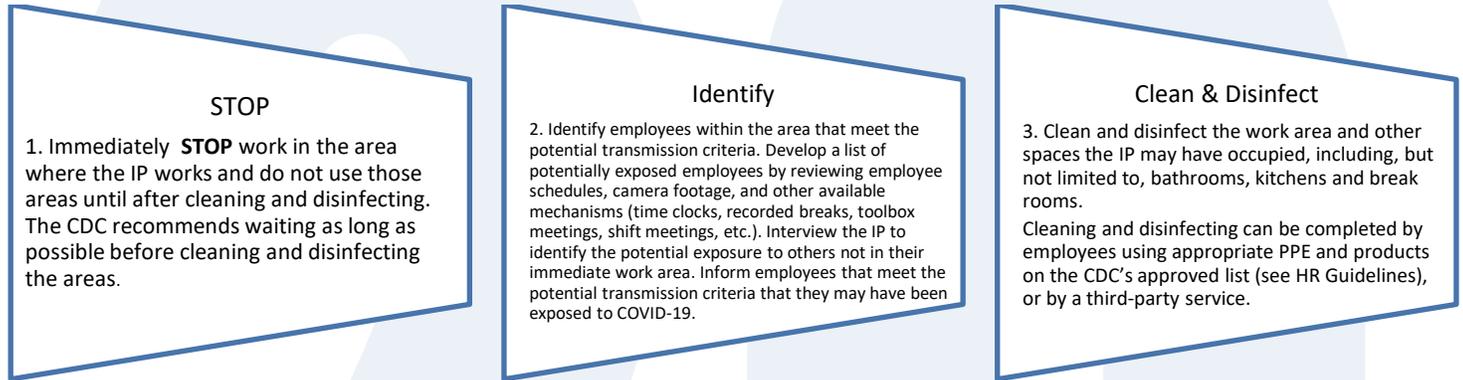
RESOURCES

CDC Hand washing guidance	https://www.cdc.gov/healthywater/hygiene/hand/handwashing.html
CDC Face Coverings	https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
CDC Disinfecting Vehicles	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html
CDC How to Stop the Spread of Germs	https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf
CDC Guide for Manufacturing Employers	https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-manufacturing-workers-employers.html
Cornerstone Building Brands COVID-19 employee resource site	https://www.cornerstonebuildingbrands.com/covid-19/covid-19-resources-and-faqs
FMLA Resource	https://www.voya.absenceresources.com/

APPENDIX A: COVID-19 PROCESS: Tested-Positive, Presumptive-Positive and Potentially Exposed COVID-19

IDENTIFYING POTENTIALLY EXPOSED EMPLOYEES

Potential Transmission Criteria is defined as *exposure to an infected person (IP) at less than six feet for more than 15 minutes cumulative with or without a mask during the 24 hours prior to the date of the IP's presumptive-positive or tested-positive COVID-19 infection.*



SELF-QUARANTINE PROCESS

Vaccinated

POTENTIALLY EXPOSED EMPLOYEES should be tested 3-5 days following the date of their exposure and wear a mask for 14 days or until they receive a negative test result. They should self-quarantine at home for 14 days if they experience symptoms or test positive.

Not Vaccinated

TESTED-POSITIVE AND PRESUMPTIVE-POSITIVE EMPLOYEE is required to self-quarantine at home for **10 days** from testing positive or the onset of symptoms, or until satisfying the criteria for ending self-quarantine.

POTENTIALLY EXPOSED EMPLOYEE is required to self-quarantine at home for **14 days** from last contact with the infected person, or until satisfying the criteria for ending self-quarantine.

Employee is given furlough paperwork with a return date after self-quarantine. The date may be extended at the discretion of HR.

Employees developing serious symptoms should be instructed to contact their doctor or use the healthcare resources Cornerstone Building Brands has provided for treatment and to see if COVID-19 testing is appropriate.

ENDING SELF-QUARANTINE OR ISOLATION PROCESS

COVID-19 tested-positive, presumptive-positive, and potentially exposed employees who are directed to self-quarantine at home may discontinue home isolation and return to work under the following conditions.

A test-based strategy is not recommended except to discontinue isolation or other precautions earlier than would occur under the symptom-based strategy outlined below.

POST SYMPTOM CRITERIA	NO SYMPTOMS CRITERIA
1) At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in lower respiratory symptoms (e.g., cough, shortness of breath); AND 2) At least 10 days have passed since symptoms first appeared.	1) Have not experienced symptoms (e.g., fever, cough, shortness of breath) AND 2) At least 10 days have passed since the date of <ol style="list-style-type: none"> i. their first positive COVID-19 diagnostic test, ii. the date they were diagnosed presumptive-positive, or iii. the last date of potential exposure AND 3) Have had no subsequent illness during that time