

COVID-19: Guidance for Affected Employees & Impact to Pay

Amtrak has identified 7 potential situations that employees may encounter with COVID-19. This chart provides guidance for what to do in each situation – and how your pay will be impacted.

Medical Services: Call 215-349-2389 (please leave a message) or email MedicalServices@amtrak.com.

Human Resources Business Services (HRBS): Call 1-888-694-7372 or email HRBS@amtrak.com.

COVID-19 Resources: Visit <https://allaboard.amtrak.com/s/covid-19>.

Amtrak Supervisors: Please post this information in all common areas.

	Scenario	Should Employee Report to Work?	Will the Time Off be Paid?
1	Employee out sick with flu-like symptoms.	No, Employee should call Medical Services, remain at home for 14 days or until symptom-free, whichever is less.	Yes, Employee will be paid as soon as administratively possible. Supporting medical documentation is necessary.
2	Employee travelled to a location the CDC considers a “Level 3 threat” (prior to CDC determination) and the CDC / health dept. advises self-quarantine.	No, Employee should call Medical Services and remain at home for 14 days.	Yes, Employee will be paid as soon as administratively possible. Supporting medical documentation is necessary.
3	Employee has an underlying medical condition that puts him / her at high risk of severe illness due to COVID-19.	No, Employee should call Medical Services, and remain at home until the COVID threat in your area has passed and your healthcare provider determines it is safe for you to return to work.	Employee will be paid for 14 days; thereafter, Employee will be placed on a leave of absence. Supporting medical documentation is necessary.

4	Employee lives with a family member who has an underlying medical condition that puts the family member at high risk of severe illness due to COVID-19 and Employee needs to be at home to care for him / her.	No. Employee should call HR Business Services at 1-888-694-7372 to request Family and Medical leave (FMLA).	FMLA is unpaid. Agreement employees must use PTO or sick leave concurrently with FMLA. If none is available, they can elect to use vacation or personal days. Management employees must use PTO concurrent with FMLA.
5	Employee lives with a family member who has an underlying medical condition that puts the family member at high risk of severe illness due to COVID-19 and Employee needs / wants to be at home to lessen chances of infection.	No. If the Employee's duties cannot be performed at home, he / she should take PTO. Employees without PTO should contact their Manager to request a personal leave of absence.	Personal leave is unpaid.
6	Employee has had close and direct contact with someone sharing the household who tests positive for COVID-19 or is symptomatic and awaiting a COVID-19 test.	No. Employee should call Medical Services and remain at home for 14 days. If symptoms develop, Employee should follow up with Medical Services.	Yes, Employee will be paid as soon as administratively possible. Supporting medical documentation is necessary.
7	Employee does not have symptoms and has been informed he / she had had contact with a co-worker who tests positive.	It depends. Employee should contact Medical Services to explain the situation and a decision will be made based on the latest CDC guidance.	If Medical Services determines the Employee should remain at home, Employee will be paid as soon as administratively possible.