

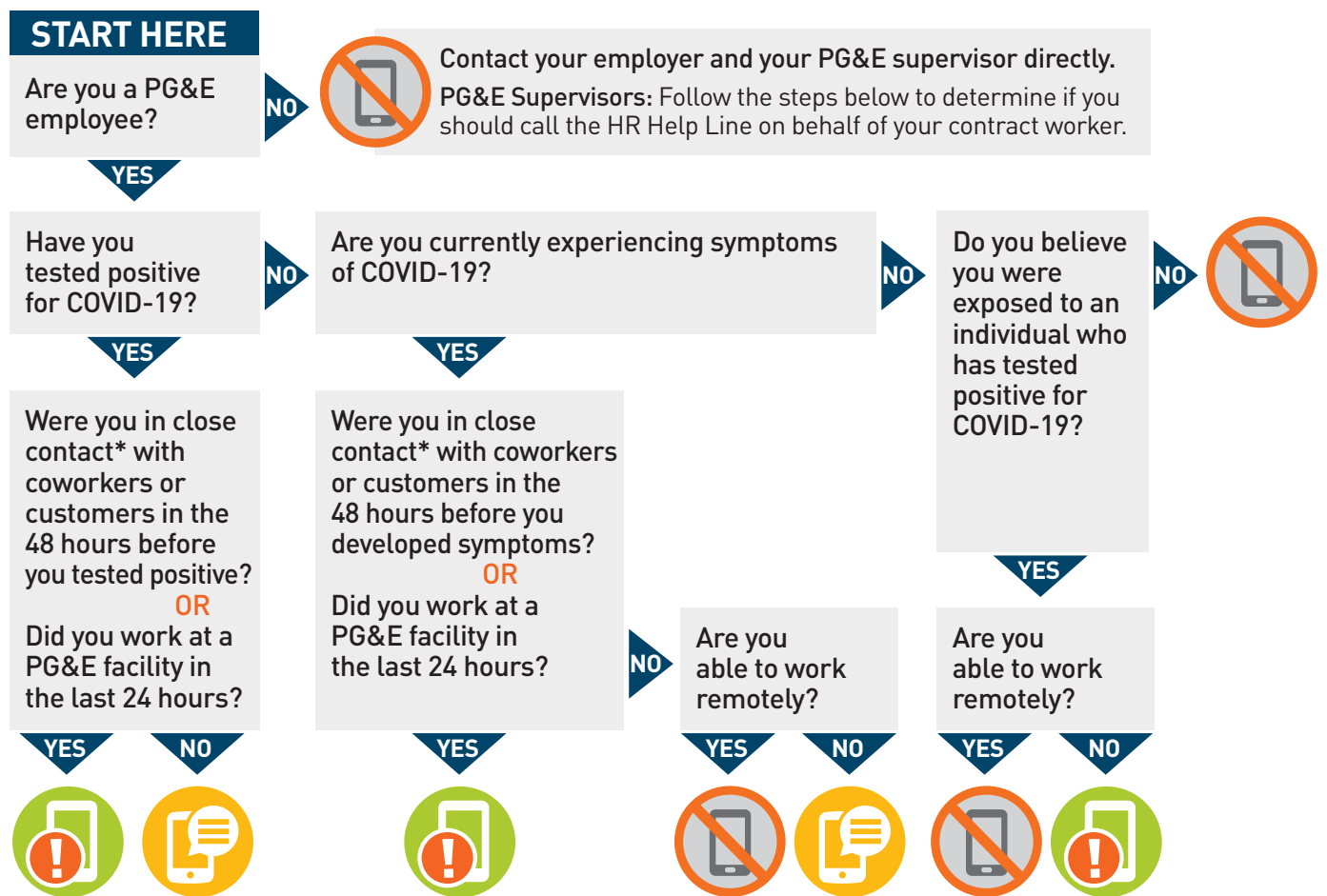


Should I call the **HR Help Line** for COVID-19?

Use this decision tree to determine if you should contact the HR Help Line: **415-973-4357, Option 4**. By calling only when necessary, you can help improve response time for the most urgent cases.

Visit the COVID-19 employee website at pge.com/covid19employee for general questions such as:

- Time off for vaccination/booster side effects
- Return-to-work dates after isolation or quarantine
- Time off to take care of sick family members or kids who are unable to attend school



LEGEND



Call the HR Help Line immediately and wait to speak with an agent. These situations may require contact tracing due to close contact, enhanced cleaning, or other actions that must be initiated immediately to comply with Cal/OSHA.



Call the HR Help Line and leave ONE voicemail indicating you are symptomatic; your call will be returned within 72 hours.



Do NOT call the HR Help Line. Contact your leader to discuss time off options.

*Close Contact means within 6 feet of a confirmed positive for 15 minutes or more within a 24-hour period. People are infectious for 48 hours before they develop symptoms or test positive, which is why close contact is important to know immediately.