

## COVID-19

### MEMO FROM

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*This message is being sent to all U.S. integrated and non-integrated employees.*

Colleagues,

We hope this email finds you well and that you have time planned in the weeks ahead to relax and connect with friends and family. The holidays are a time for reflection and gratitude. We are grateful for everything you continue to do to support each other and the people we serve, particularly in response to the ongoing challenges of the pandemic.

As we close out the year, we are sharing several updates regarding our enterprise COVID-19 processes and policies as well as reminders about previously communicated guidelines.

Our vaccination policy was fully implemented effective Nov. 30. Having this behind us is important for two reasons. First, as new variants emerge, vaccination remains our best defense. And second, implementing our policy in advance of any regulations that come into play in January ensures we are not scrambling during our busiest time of the year when customers need our full attention.

### **Updated Guidance for Reporting COVID-19 Cases and Exposures**

With vaccination now a requirement to enter our facilities, we are modifying our approach to COVID-19 case and symptom reporting:

- Employees should continue to self-evaluate symptoms, stay home, and consult with their primary care provider when sick.
- Reporting COVID-19 symptoms or exposures is only required if you work in a clinical setting or have face-to-face contact with members or patients.
- Employees are only required to report positive COVID-19 cases if they potentially exposed others through the course of their work. They should [report directly to Enterprise Occupational Health and Safety \(EOHS\)](#), instead of HRdirect.
- Full-time telecommuters who do not come to our work sites or interact with other colleagues, patients, members, providers or suppliers, are not required to report symptoms or positive COVID-19 cases to EOHS. They should consult with their primary care physician and [follow this guidance](#).

## **Paid Time Off or Leave of Absence Must Be Used for COVID-19 Related Illness**

Beginning Jan. 1, employees who have COVID-19 symptoms or test positive for the virus should use paid time off or request a leave of absence if they are unable to work from home, unless otherwise required by law. Absences related to COVID-19 will be managed consistent with our policies for other forms of illness. Integrated employees can learn more about leave options on [The Hub](#). Not-yet-integrated colleagues should consult their Human Capital teams.

## **Vaccination Required to Access Our Work Sites**

Employees who are considered unvaccinated or not compliant with our [vaccination policy](#) no longer have access to UnitedHealth Group work sites. Access will be reinstated once they [report their COVID-19 vaccination series](#).

## **Policies for Guests, Vendors and Contractors Visiting Our Facilities**

All guests, vendors and contractors must attest they have completed their COVID-19 vaccination series at sign-in and provide a government-issued identification to enter UnitedHealth Group facilities. Updated signage has been posted in all sites. This requirement does not apply to care delivery organizations, clinics, or member-facing facilities. For more information, go to [UHG Visitor Protocols](#).

## **Updated Meeting & Event Guidance**

In-person internal meetings and customer engagements that are necessary to run the business and require travel may proceed. We ask that you use good judgement in setting these events up and include a virtual attendance option. International travel and large events are still restricted, and exceptions will require additional approval.

Specifically, large events of more than 50 attendees with travel and hotels involved that have not yet been scheduled require approval by UnitedHealth Group's Chief Medical Officer and EOHS. Exceptions are limited to situations where in-person presence is critical to meet business objectives and typically will include customers. Large in-person events already provisionally approved are subject to re-evaluation based on the situation with the pandemic a few weeks in advance of when the event is scheduled. Organizers of all meetings and events must follow our [Event Guidance](#).

If you have questions, please visit the [COVID-19 Employee Resources site](#) for the latest information and event guidance.

Thank you for your ongoing commitment to the health and safety of your colleagues and the people we serve. We wish you and your families a safe and happy holiday season.

*UnitedHealth Group Confidential. Do not forward or share outside the company.*