



**W.S. Darley & Co. Corporate Headquarters**

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It has been a turbulent week with many big changes across the country as a result of the COVID-19 pandemic. For our Itasca employees, the office will be open to a limited group of employees to help us process emergency orders for our first responder customers. If there is anyone who is comfortable coming in, it would be greatly appreciated, but absolutely no obligation. Following that, we're committed to continuing to provide great service to our customers. While there's a lot outside our control right now, we can make sure we're being flexible and adjusting our policies to support you in these uncertain times. These two objectives led us to make the following policy changes effective immediately for our non-union represented employee's:

- **All employees are permitted to take unpaid time off for any reason.** At this time, you have the option of using your paid time off, but you can also take unpaid time off, should you need to. If your position permits and you have resources to work remotely that is recommended. If you normally don't qualify for work from home, you may now. Work closely with your manager. They need to track time off requests and coordinate coverage, so we can continue to serve customers effectively. Employees may request PTO through Paylocity and managers have the capabilities of adding this too. Look for more HR to provide additional direction for managers on all of this in the next few days.
- **Emergency Closing Policy.** If you choose to take unpaid leave for any reason our Emergency Closing Policy will go into effect for those employees. Non-exempt, hourly full time and part time employees, will be paid their scheduled regular hours and rate of pay up to three full regularly scheduled working days of the emergency closure for the calendar year. Beyond the initial three days of the emergency closure this will be considered unpaid leave, which PTO can be used at that time. Exempt employees will be paid their normal weekly salary for any workweek in which any work is performed. Given the nature of exempt jobs it is assumed that at least some work will continue during situations where the office is otherwise closed. Please read the handbook policy for additional information.
- **William J. Darley Charity Fund-** If you, your family or a coworker is in need of additional monetary funds during this time, we would like to remind employees that they can request a donation by completing the fund donation form.
- **Preventative measures at our location-** Prevention and being proactive has been our main focus at Darley. The following two policies were developed as preventative measures: a) Fever Free Requirement - If you have a fever, you may not return to the workplace for 24 hours after your fever has subsided, and b) If you have been exposed or possible exposure to COVID-19

please advise your HR Manager via email or phone. **You will be required to self-quarantine.** Meetings will be held through Microsoft Teams and other non-contact forms of communication. **If for some reason, in person meetings are necessary then social distancing measures must be used (6 ft away from one another)**

- **COVID-19 Exposure Communication-** If we are notified by a healthcare provider or department of health of a COVID-19 exposure we will notify employee's based on CDC guidelines.
- **Travel-** We are stopping all company travel by air and strongly discouraging all personal travel. **If you decide to travel on your own personal travel, we would greatly appreciate if you can you advise HR. Most trade shows are over the next 60 days are cancelled and we expect this will be the case into July.**

A committee of Executive Team and Board of Directors is monitoring the COVID-19 developments around the clock. This situation will receive ongoing attention, planning and communication for the foreseeable future. We know you want information; we'll do our best to share what we know, when we know it.

Please continue to take the recommended hygiene steps. As of today, we are not aware of any employees who've been exposed to or diagnosed with the virus. Our business is sound, your job is safe, and I know we'll get through this, like we always do. We're fortunate to have a profitable business, great people and many resources. We have weathered many storms before and will do so again. If you have questions, please reach out to your manager or the HR team at your location.

Thank you for your patience and all your continued hard work.