

With the ever-changing state of COVID-19 and our business the below are guidelines of common questions and topics we hear. We are listening and trying to address all concerns. We want you to know that you, the employee, and your family is our focus currently. We ask that you follow CDC guidelines, state and federal laws regarding any questions and concerns you may have.

Should I come to work if I have had known contact with someone that tested positive for COVID-19?

No. If you have contact with someone that has tested positive, then you are not to return to work and self-quarantine per the CDC guidelines.

Should I come to work if I have symptoms of COVID-19? No. Please contact your healthcare provider for additional information.

What should I do if I was notified of a possible exposure to COVID-19? If you are showing symptoms of COVID-19 and possible exposure to COVID-19 then you need to stay home and report the symptoms to your healthcare provider.

I have no symptoms and no known contact of COVID-19, but I have a family member that is at a higher risk category due to COVID-19? At that time, if you choose to take unpaid leave, then we will honor that, and our Emergency Closing Policy will go into effect. If your position and business needs allow you to remote working, then we will supply you with the resources to be able to perform your job remotely until further notice. If you choose to not work remotely then it will be considered an unpaid leave.

Due to school closings I do not have childcare and cannot report to work, what happens? If you cannot report to work due to childcare and you cannot work remotely then the emergency closing policy will take effect. We will also be following the guidance of the new FMLA paid leave per Families First Response Act with a projected effective date of April 2nd.

If I am not able to work remotely and my current situation does not fall under the Families First Response Act? The company's emergency closing policy will go into effect beyond that we are suggesting you use the below methods for payment during this time:

Use available PTO/Vacation

Use available Sick Other bank time

Use available Sick Bank time