

March 26th 2020

Hi All,

I hope this email finds you well.

Our top priority is focused on the health and safety of our employees. We are committed to protecting the workplace and all of you. All companies have implemented Social Distancing and Working from Home if available. We ask everyone to please stay home if you are showing any symptoms of the Coronavirus (COVID-19) and keep in constant communication with your Manager.

As you may have heard, on March 18, 2020, the Families First Coronavirus Response Act was signed into law. This Act will provide paid emergency family leave in limited circumstances, as well as paid sick leave for employees affected by COVID-19, the respiratory disease caused by the coronavirus. These provisions take effect on April 1, 2020 and expires on December 31, 2020.

Attached, please find the Department of Labor (DOL) poster which explains the Act. If you have any questions or concerns, please do not hesitate to contact me.

Thank you and stay safe!

Irene