



TO: All Employees

DATE: 3/27/2020

FROM: Carol Willfahrt

SUBJECT: Family First Coronavirus Response Act (FFCRA)

The Family First Coronavirus Response Act (FFCRA) was signed into law last week and will be in effect Wednesday, April 1, 2020 through December 31, 2020. All production employee COVID-19 related absences will be governed by the provisions of FFCRA, so your short-term disability plan will return to Felker Brothers' previously defined plan provisions (\$375/week with a 3-day waiting period for illness) effective April 1, 2020.

The FFCRA was created and enacted to provide revenue and job security for individuals affected by COVID-19. If you require them, potential benefit provisions are:

**UP TO 80 HOURS PAID TIME OFF AS FOLLOWS:**

Employee COVID-19 illness, to include time off due to quarantine or isolation order (i.e. may include quarantine due to travel); advice from health care provider to self-quarantine or due to experiencing symptoms of COVID-19 and seeking medical diagnosis. Compensation rate at 100%

OR

Employee's request to care for family member who is ill due to COVID-19 illness, to include time off due to quarantine or isolation order; advice from health care provider to self-quarantine or due to experiencing symptoms of COVID-19 and seeking medical diagnosis. Compensation rate at 66.67%.

**UP TO 12 WEEKS OFF AS FOLLOWS:**

To care for own child whose school or place of care has closed or is unavailable due to COVID-19. First 2 weeks are unpaid (may substitute with other accrued time off benefits); compensation rate at 66.67% thereafter.

Individuals requesting time off due to COVID-19 must complete an application form, which is available in the Human Resource Department. While time off may be available, we strongly encourage you to work with the Company to determine if accommodations (i.e. shift change) may assist with your situation.