

## COMPANY LETTER AND RESPONSE TO COVID-19

Good day. Recent actions by Federal Legislation; in response to the Coronavirus (COVID-19) have created various new regulations for the Employer-Employee relationship. Such regulations are of a monetary stimuli and relief of financial burdens for both Employer and Employees: We can expect more Federal response to the COVID-19 in the future.

Our intent is to disclose this information to all employees in a manner that brings awareness to all and to further your understanding as well as your responsibility in these financial reliefs. Given a Stay-At-Home directive has been issued by the State of Oregon (and those exempt from such order); the available means of disclosure is limited. POSTINGS will be conducted throughout the work place environment and NOTICE delivered via USPS to your home address on record. In addition, those who are not on a direct deposit respective to payroll compensation will be receiving NOTICE with the standard payroll check.

Human Resource (HR) will be available via phone and email to address any questions, clarifications and concerns you may have. The following individuals will be your point of contact:

Liz Edge (HR) 541-686-0012. Email: [lize@akdco.net](mailto:lize@akdco.net)

Cheri Bell (HR) 541-747-7331. Email: [cherib@pacificmetalfab.net](mailto:cherib@pacificmetalfab.net)

Take the time in reading and re-reading material prior to any contact with HR. The two new specific Legislative Acts: **EMERGENCY PAID SICK LEAVE ACT** and the **EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT** do not replace our company policy on paid-time-off (PTO) and do not replace the standard Federal Family and Medical Leave Act (FMLA). **These two new acts are supplement to existing company policy and Federal law and do not over-ride or replace. These two new acts are temporary in force and set to begin April 1, 2020 and to expire on December 31, 2020.** Please note that a specific language of our Company PTO Policy under the following described will be amended to reflect the objectives of the **EMERGENCY PAID SICK LEAVE ACT** and such company amendment will expire and return to its original wording on December 31, 2020.

Description: Item 4. Scheduling and Using PTO : b.) PTO Used As Sick Leave..."at least 10 calendar day's advanced written notice of the need to use PTO as sick leave" is stricken out.

Remember to immediately communicate with your supervisor on any need to be unable to work.

Regards,

Regan Mulvihill, Controller.