

March 16, 2020

To: All Employees
From: Matt Greene
Subject: COVID-19 Update

In accordance with CDC guidance, we will be implementing temporary policies to protect the safety and well-being of our employees while supporting “best practices” of local, state and federal officials in curtaining the spread of the Coronavirus. Effective tomorrow, Tuesday, March 17th we will be taking the following measures:

- All **hourly workers** will be working a modified 4-day 40-hour week consisting of 10-hour shifts. Your department manager will work with each of you individually to establish “groups” of employees.
 - To provide as much flexibility as possible, the facility will be open from 6:00 AM to 6:00 PM. Building access will be moved to 5:45 AM for those employees who currently have access at 6:30 AM.
 - As this will go into effect this week, we understand certain hourly employees might not be able to work a full 40-hour week. Although today (Monday) is a normal, 8-hour workday, you will be paid as if you worked the new, 10-hour, shift.
- All **Salaried employees** who can work remotely will continue to do so.
- We have arranged with our caterer to provide **boxed lunches** that will be available in the cafeteria. If determined by Department Managers, it will be acceptable to eat lunch at your workstation.

It is imperative that if you are not feeling well that you stay home. We recognize that some employees may require additional flexibility regarding PTO. Safe Flight will accommodate those negatively affected by the impact of the Coronavirus, in terms of PTO account balances.

We have set up an emergency alert page on the Safe Flight website to manage communications regarding policy, schedules and facilities. Should events require a change in plans, we will communicate this through the Safe Flight Emergency Broadcast system and direct employees to <https://www.safeflight.com/alerts> for further detailed information.