

April 16, 2020

To: All Employees
From: Matt Greene
Subject: Temporary Staffing Plan Update

The following schedule will be in effect for the week of April 20th – 24th.

Production and repairs will continue to be suspended for next week except for a limited production run of parts and repairs that our customers have requested we ship. We have arranged a schedule that will require minimal personnel to accomplish the work while maintaining maximum social distancing in the plant.

Your supervisor will contact you directly should you be requested to support this plan.

In place of our normal cafeteria service, sandwiches will be provided for lunch.

All employees, including those who will report to work as well as those who are working remotely, will be paid based on a 32-hour week. Only SFIC-designated essential personnel will be permitted in the building during this time.

Safe Flight has registered all employees on the NY State Shared Work Plan. There are still several employees who have not enrolled in the Shared Work program. If you – or an employee you know – has not signed up, please contact Accounting for help in enrolling for this program. This signup will be required prior to any unemployment claims.

Under the CARES Act, a \$600 per week additional compensation benefit available to every employee who is working reduced hours. This grant (which was begun last week) will continue through July 31st. This federal benefit is administered under the NY State Unemployment Shared Work program as additional compensation.

Safe Flight health care benefits (health, vision and dental) will continue, subject to review, as conditions dictate.

We continue to monitor the situation and will notify all employees via the Safe Flight Alert Notification System, on our website (www.safeflight.com/alerts) and by email, next Thursday, April 23rd of the work plan that will be put in place for the following week.