
From: Mike Heitmann
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To: ZZComplete e-mail list
Subject: COVID-19 Update 3-27-20

Good afternoon, employee-owners:

Below is an update on our COVID-19 response. The first part is additional information and the second part contains answers to the questions that have been submitted.

ADDITIONAL INFORMATION:

- Just a reminder that Yvonne’s webinar outlining the details of the 10-day Paid Leave and the 12-week (2/3 pay) benefits **is scheduled for 1:00 central time today**. Supervisors are encouraged to listen in. A recorded video of the session will be posted afterward for those unable to attend.

QUESTIONS SUBMITTED:

1. **A new hire texted me last night to let me know he is quitting because he was worried he was going to contract the Corona virus. What should we tell our fellow employee-owners if they don’t feel comfortable coming to work and want to self-quarantine even know they are not sick? We have not had anyone onsite that has tested positive for the virus, but we have had several people call in sick or have gone home sick.**

ANSWER: During this pandemic, everyone should do what they feel is best for them in their individual situation. Employee-owners that have been here for more than 30 days are eligible to take paid leave for 10 days if they feel this is warranted.

2. **What requirements do I have to meet to use the 2-week Paid Leave benefit option?**

ANSWER: Employee-owners that have been here more than 30 days and that meet one of the criteria below may utilize the 10-day paid leave. You must contact your supervisor if you plan to take this leave. Remember, once 10 days (80 hours) are used, you will not be granted additional paid leave days. If you get sick in the future, you will not be able to come to work. Below are reasons an employee-owner could use the 10 days of paid leave:

- a. Currently sick with any illness
- b. Any type of COVID-19 quarantine (self or mandated by Garney)
- c. Precaution for underlying health issues making you more susceptible to COVID-19
- d. Caring for someone who has COVID-19
- e. Concern of catching an illness

As always, please continue submitting your questions to covid19@garney.com – thank you!

Mike Heitmann

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