



COVID-19 POLICY MEMO
3/24/2020

TO: ALL EMPLOYEES

We will continue to work as long as the governmental authorities permit and we have work to perform. We are deemed an “Essential Service” by Executive Order 9-20 issued by the Governor of West Virginia on 03/23/2020. That is obvious as we provide vital services to the Nation by supporting public infrastructure. However, we share the concern of our employees regarding the rapidly evolving COVID-19 pandemic. Accordingly, the information below is a policy update and includes reference to recently enacted legislation.

Below are the options available to employees who cannot work due to the COVID-19 (coronavirus). You will not lose your job if you are unable to work due to the coronavirus.

Prior to April 2, 2020 - Your options are as follows:

- (1.) Time off without pay
- (2.) Elect to take vacation days if you qualify for paid vacation.
- (3.) Elect voluntary layoff status and receive unemployment benefits

After April 2, 2020 - Your options are as follows:

- (1.) Time off without pay
- (2.) Elect to take vacation days if you qualify for paid vacation
- (3.) Elect voluntary layoff status and receive unemployment benefits

(4.) Emergency Paid Sick Leave Act
Basis for up to 10 days paid leave:
To Be Eligible Employees Must:

- (A.) Subject to a quarantine or isolation order related to COVID-19

- (B.) Advised by a health care provider to self-quarantine due to COVID-19 concerns
- (C.) Experience COVID-19 symptoms and seeking medical diagnosis
- (D.) Caring for an individual subject to a quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns
- (E.) Caring for the employee's child if the child's school or place of care is closed or the child's care provider is unavailable due to a public health emergency

(5.) Emergency Family and Medical Leave Expansion Act
Basis for up to 12 weeks of job protected leave calculated at 2/3 of regular pay rate not to exceed \$200.00 per day:

To be eligible an employee, who is unable to work in order to care for the employee's child if the child's school or place of care is closed or the child care provider is unavailable due to the public health emergency. Note the first 10 days (rather than 14 days) of Emergency FMLA may be unpaid and done in conjunction with the Sick Leave Act.

In order to process payroll accurately, if any of the above circumstances apply to you, it is required that you make an election in writing to your supervisor and whomever processes your payroll.

The circumstances relating to the coronavirus and its effects on all of us are evolving rapidly. We will keep you advised of its effect on how we continue to operate. Please continue to check our website for updates and call if you have any questions.