

Employee Name \_\_\_\_\_

Effective 3/25/2020 \_\_\_\_\_

1. Was placed on furlough through 4/6/20
2. Continued to work on voluntary basis as essential to basic operations of AutoGate
3. Was already off due to Covid-19 qualified reasons 1 thru 6

Employee was cleared to return on \_\_\_\_\_

Your Options:

- #1 or #3 File for unemployment using information provided on the Employee Website
  - \*You are not eligible to receive Sick Pay under the FFCRA if you have been furloughed
  - \*Sick pay under FFCRA is not made available until April 1st.
  - \*You can receive Sick Pay after April 1st for one of the qualifying reasons **after** you have been recalled to work for future dates.
- #2 only Receive normal compensation by reporting to work
- #1 or #3 Use accrued vacation hours as supplemental pay
- #1 or #3 You have the option to take time off as Unpaid Time Off or request FMLA
  - \*All requirements and documentation will be required if filing for FMLA

Effective 4/1/2020 **80 hour Sick Pay is available thru FFCRA to those who qualify, due to Covid-19 reasons 1 thru 6**

\*The "Stay At Home order in Ohio" is not considered a local quarantine or isolation order and your "fear of being exposed to the virus" do not qualify you to be paid under FFCRA #1

If you Qualify:

Report your intention to the HR department stating the reason you qualify so payroll can be notified in a timely manner. Be prepared to provide documentation supporting your reason. Request for Sick Pay under the FFCRA will not be issued without proper documentation.

If you do not Qualify:

1. File for unemployment using the information provided on the Employee Website
2. Use accrued vacation hours as supplemental pay
3. Time off will be unpaid if option #1 or #2 are not exercised

**If you volunteered to work after the Furlough went into effect on 3/25/2020, you received normal compensation**

\_\_\_\_\_ Your furlough date is the next day after the last day you worked. \_\_\_\_\_

Your Options:

1. File for unemployment using information provided on the Employee Website
  - \*You are not eligible to receive Sick Pay under the FFCRA if you have been furloughed
  - \*You can receive Sick Pay for one of the qualifying reasons after you have been recalled to work for future dates.
2. Use accrued vacation hours as supplemental pay
3. Time off will be unpaid if option #1 or #2 are not exercised

**Furlough has ended and you are being notified of your recall date and time.**

\_\_\_\_\_ You are expected to return to work on \_\_\_\_\_

\_\_\_\_\_ Your shift will be from \_\_\_\_\_

Employee will be returning to work on this date \_\_\_\_\_

yes \_\_\_\_\_

no \_\_\_\_\_

**If furlough has ended and you are unable to return to work, you will be required to provide the reason**

\_\_\_\_\_ Covid-19 related \_\_\_\_\_

\_\_\_\_\_ Not Covid-19 related \_\_\_\_\_

**Failure to return to work after being recalled, if not related to Covid-19 reasons, will in most cases result in loss of unemployment benefits and could result in termination.**

**If you are not able to return to work on the date at time assigned, and you feel as though you qualify under the FFCRA you will be required to provide documentation. The qualifying reasons are:**

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;  
(the Stay Home Order in Ohio is not considered a local quarantine or isolation order under FFCRA)
2. has been advised by a health care provider to self-quarantine related to COVID-19;  
(documentation will be required to be submitted to your supervisor)
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;  
(documentation will be required and submitted)
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; (documentation will be required and submitted)
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. (documentation will be required and submitted)

**STRICT ADHERANCE TO THE SOCIAL DISTANCING REQUIREMENTS AS DIRECTED BY THE CDC WILL BE FOLLOWED.**

- All employees must abide by the Social Distancing policy
- Employees temperatures will be taken at the beginning of their shift (Government Order)
- You will be required to notify your supervisor if you become ill, or your supervisor may send you home if you are observed to be unhealthy to continue working
- Tools, and commonly used surface will be wiped down by employees a minimum of hourly, after heavy use, and at the beginning and end of their shift
- Hand Sanitizers and Disinfectant wipes will continue to be provided
- If you have a mask (surgical mask) and would like to wear it, you may do so (maintenance and upkeep of the mask is the sole responsibility of the employee)

The information provided in this document has been explained to me and I have had the opportunity to ask and have answered any questions on anything I did not understand. I acknowledge that the Company has provided guidance but did not force me to make any decision based on the information available at the time.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATED

\_\_\_\_\_  
DATE AND TIME OF CALL TO EMPLOYEE

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE