

## 4/1/20 - Weekly Update on Covid-19 Situation Response

Thank you to each and every one of you for your flexibility, diligence and willingness to adjust to a new normal over the last two weeks. We have continued to serve customers and get work out the door, despite the challenging circumstance we have all faced.

The management and operation's teams are meeting twice a week to stay on top of this evolving situation and remain in close communication. The management team has been focused on monitoring the local and federal updates around Covid-19 and adjusting our policies and procedures accordingly. They are researching financial assistance available to businesses of our size with the singular goal of continuing to operate at our current staffing levels and providing excellent service to our customers.

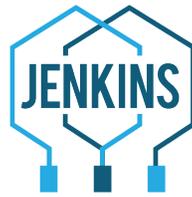
Our operations team has been crucial in keeping work going out the door, working with inside and outside sales teams to serve our customers and supporting the team in the shop with any and all daily needs.

As we settle into this current set-up for the foreseeable future, I am optimistic that we will adjust as needed and work together as a team to support each other and our customers. We have always identified as a company that is critical to our community and that has never been truer than now. A sentiment we are hearing directly from our customers weekly. You can help by renewing your commitment to providing our customers with great service, high quality work and meeting promised deadlines.

As always, please come talk to me with any questions or concerns and we will continue to provide updates as they become available.

Sincerely,





### What Can You Do to Help?

There is a lot that each employee can do to help the company and coworkers during this time. If each of us does our part, we can also help protect others.

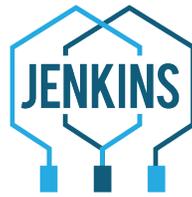
- If you are healthy and comfortable, continue to help us get work out the door with the quality and timeliness our customers expect.
- **If you are sick, please do not come into the shop. A call to your supervisor to convey you are sick and a picture of a doctor's note emailed or texted to your supervisor will be sufficient.**
- Maintain a safe distance from other people in the office/shop, including during lunch. At least 6 feet when possible.
- Remain in your designated area of the shop, limiting your visits and exposure to areas that are not directly related to your daily tasks.
- Be diligent about your personal hand washing. Use hand sanitizer regularly when you cannot wash with soap and water for at least 20 seconds.
- Limit your exposure to other people while not at work. Pack a lunch as often as possible to avoid going out to restaurants during the day.
- Stay home when sick or exposed to someone else who is sick.
- Maintain frequent communication with coworkers both in the office and at home. This is an anxious time for everybody and the more we can support each other, the better.
- Reassure customers that we are ready and available to meet their needs.

**Important Health Note:** If you are concerned about someone at home and fear that your exposure to other people at work is putting them at risk, please do not hesitate to come talk to me. Your job WILL NOT be jeopardized by making the decision to protect a loved one.

### Shelter in Place Update

On Friday, 3/27/2020, the state of North Carolina issued a state-wide 'Shelter in Place' order that went into effect Monday, 3/30/2020, at 5PM through Thursday, 4/30/2020. We have received confirmation that Jenkins falls under the "Essential Infrastructure" classification, which allows our employees to leave their residence to provide services, making us an exempt business. As a result, we will continue operating as business as usual.

You should have received letters to carry with you confirming Jenkins' status as an essential business and your employment with the company. If you need an additional copy please see your supervisor.



## Stimulus Update

**Note: The government WILL NOT contact you directly to get your bank account information. Any calls of that nature are SPAM. Payments will be received via direct deposit (per your 2018/2019 taxes) or a check will be mailed.**

Individual relief has been approved through the Federal Government, below is a summary of those benefits for your information. This will come directly through the government and will not involve any payments or compensation from Jenkins directly. We are sharing these details for information purposes.

- **What-** This would provide a tax-free payment to Americans.
- **How-** Either Direct deposit or paper check. Note you do NOT need to apply for this. This will be automatically given if you qualify.
- **When-** The target date is within 7 days (April 6th or shortly thereafter). Many experts believe this is ambitious time and end of April is more realistic.
- **Who qualifies-** Up to \$1,200 for adults, \$2,400 for couple and \$500 per child based on their 2019 tax returns or 2018 if the 2019 tax return was not filed yet. The benefit would start to phase out above \$75,000 in income for individuals and \$150,000 for couples and completely eliminated if an individual earned more than \$99,000 or \$198,000 for a couple. Taxpayers who are claimed as a dependent on another return are NOT eligible for this.

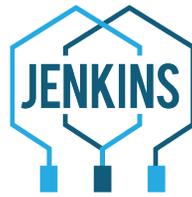
Want to see how much you're getting exactly- Have a copy of your 2019 if filed or 2018 tax return and clicking [here](#). You will also need to find the number found on line 8B on your Federal 1040.

Stimulus Check- Filing as Single

Your income	Your Check
\$75,000	\$1,200
\$80,000	\$950
\$85,000	\$700
\$90,000	\$450
\$95,000	\$200
\$99,000 and over	0

Stimulus Check- Filing as Married

Your income	Your Check
\$150,000	\$2,400
\$160,000	\$1,900
\$170,000	\$1,400
\$180,000	\$900
\$190,000	\$400
\$198,000 and over	0



## **FMLA Update**

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
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; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

### QUESTIONS??

For full details on benefits or qualification, please see the attached flyer or flyer posted in the break room. Please direct any questions about qualifications or sign-up to Shannon Krauss ([hr@jenkins.com](mailto:hr@jenkins.com) or 704-969-8341).