

This email is an update to the March 16, 2020 Human Resources guidance and the subsequent email update. This new information is based on the newly-passed Families First Coronavirus Response Act ("FFCRA"). As this situation is constantly evolving, we will continue to keep you updated as more information becomes available. Please ensure you are checking your email regularly in order to receive these important messages.

I also want to reiterate as some of our staff continues to report to a physical worksite to perform essential duties that employees must stay home from work if they:

- Are diagnosed with COVID-19;
- Have had close contact with someone who has been diagnosed with COVID-19 or may have been exposed;
- Pursuant to Governor Newsom's directive of March 15, 2020, individuals aged 65 or older and those with chronic disease(s) are to "home-isolate." If you are specifically in one of these categories, please also email Human Resources and your supervisor immediately for direction; or
- Don't feel well or experience cold or flu symptoms. If you develop a fever, a cough or difficulty breathing, seek medical advice promptly.

Please also ensure that you are following appropriate "social distancing" and safety protocols.

We believe we have addressed the situations for individuals identified as "high risk" but if you fall into that category, please contact your supervisor or Human Resources. SLOCOE provides generous leave policies to accommodate our employees depending on your situation and will be flexible in implementing our leave policies.

In addition to the leaves previously discussed, you may be entitled to one or more of the emergency leave benefits listed below under the FFCRA. These provisions will be effective from April 1, 2020 through December 31, 2020. The Department of Labor "Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act" Notice ("Notice") is attached.

If you have questions regarding your eligibility or benefits, please contact Human Resources.