

We realize that these last few weeks have caused much anxiety and apprehension regarding COVID-19 and/or the possibility of school closings and we wanted to ease some of that anxiety. Therefore, AMI is committed to the following:

- We are temporarily suspending the UPTO Disciplinary Policy.
- All full time; PT36; and PT32 employees will receive an additional five (5) PTO days or forty (40) hours placed into a new PTO Bank to use in the event of child care issues because of a school closing; a potential exposure; or for any other circumstance regarding COVID-19. These additional PTO hours will NOT be used or lose, meaning if you do not need to use them now in relation to COVID-19 then they can be later utilized as normal PTO hours.
- If the employee exhausts the five (5) days of additional PTO that AMI is providing and needs to take additional time off, he/she has the option to utilize their PTO Bank of accrued hours or take time off without pay.

For those employees who are concerned about an exposure while at work; please rest assured that we are taking every precaution to ensure the health and safety of our employees. However, if an employee is exposed to COVID 19 while at work and occupational health recommends an isolation period:

- AMI will continue to pay an employee's regular wages during the fourteen (14) day mandatory isolation period without utilizing the employees PTO Bank of accrued hours. Please note that this provision applies to all categories of employment.
- If an employee is exposed to COVID 19 and needs to be out of work for more than the mandatory fourteen (14) day isolation period, he/she can utilize their PTO Bank of Accrued hours or take unpaid time off.

We hope that this helps to ease some of the anxiety that employees are likely feeling during this very uncertain time. This is certainly still a very dynamic situation. We will continue to monitor changes to recommendations by the CDC; DOH and any legislation regarding COVID-19 and share with the staff if/when we make changes to our guidelines and procedures.

If you have any questions or concerns about any of the above, please reach out to me directly at the office (ext. 1019; or 609.677.9442 – direct dial); contact me on my cell phone – 609.464.2973; or via email at dpalumbo@aminj.com.