



Beginning April 1, 2020 there will be additional benefits available to Wyoming Sugar Company Employees to help deal with the COVID-19 impact. Currently there are three specific situations that we feel will be most applicable:

1. **Employee has been advised by a health care provider to self-quarantine.**

- a. If this occurs, you must ensure that the following occurs:
 - i. Notify the Company as soon as possible, but no later than noon of the next business day after your health care provider has issued the directive.
 - ii. Speak with a Company representative – (307) 347-3261 either Diana (ext. 201), Brittany (ext. 103) or Dune (ext. 301).
 - iii. Company representative will make arrangements with you to get a copy of the health care provider’s order.
 - iv. The Company representative will document your personal file and notify your supervisor, if you have not already done so.
- b. You will not be able to return to work until you provide the Company with a release from your health care provider.
- c. Beginning April 1, 2020 thru December 31, 2020 if you comply with the terms above, you will be entitled to 80 hours of paid sick time. This 80 hour benefit is in addition to any other benefit you previously held.

2. **Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.**

- a. The Wyoming Department of Health has listed the following as COVID-19 symptoms:
 - i. Fever
 - ii. Cough
 - iii. Shortness of breath
- b. If you experience these symptoms you must:
 - i. Inform your Supervisor and go home.
 - ii. When you are at home move to step “iii.”
 - iii. Once home you must notify the Company as soon as possible, but no later than noon the next business day.
 - iv. Speak with a Company representative – (307) 347-3261 either Diana (ext. 201), Brittany (ext. 103) or Dune (ext. 301).



- v. The Company representative will document your personnel file and notify your supervisor, if you have not already done so.
 - c. You will not be able to return to work until you provide the Company with a release from your health care provider.
 - d. You must seek medical treatment within 72 hours and provide the Company with a medical diagnosis as soon as reasonably practical.
 - e. Beginning April 1, 2020 thru December 31, 2020 if you comply with the terms above, you will be entitled to 80 hours of paid sick time. This 80 hour benefit is in addition to any other benefit you previously held.
 - f. **Please note that if you do not seek medical treatment/diagnosis you will not receive the additional paid sick time.**
3. **Employee is caring for his or her child whose school or place of care is closed due to COVID-19.**
- a. If you need to utilize this benefit you must:
 - i. Notify the Company as soon as possible, but no later than noon of the next business day that you first stay home to care for your child.
 - ii. Speak with a Company representative – (307) 347-3261 either Diana (ext. 201), Brittany (ext. 103) or Dune (ext. 301).
 - iii. The Company representative will document your personnel file and notify your supervisor, if you have not already done so.
 - b. Beginning April 1, 2020 thru December 31, 2020 if you comply with the terms above, you will be entitled to 80 hours of paid sick time at 2/3rd your wage rate. This 80 hour benefit is in addition to any other benefit you previously held.

Beginning April 1, 2020 there is an expansion of the Family Medical Leave Act that may provide additional benefits beyond the 80 hours referenced above. To ensure that your rights are preserved when you call the Company Representative under any of the above scenarios, the call will serve as a start date for FMLA purposes. We will post additional procedures regarding FMLA expansion and council each employee as the individual need arises.