



Update: March 26, 2020

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Shift: \_\_\_\_\_

Attention Jireh Team Members:

We continue to review all of the information that is being made available to us. With that said, we are still in process of determining the necessary workforce to continue to meet "Essential" demand from our customers. This means we are not working on "Non-Essential" items, which will impact the amount of on-site hours required from our team members.

For the week of March 22-28, we will be allowing team members who were not able to work 40 hours the ability to use PTO to make up for any time they were not able to work, with a total not to exceed 40 hours.

Example: Team member worked 30 hours, they can use up to 10 hours PTO for a total pay period of 40 hours.

\*At this time, this is for the current pay period only, and will be evaluated on a week to week basis.

As our customers work to prioritize their orders to reflect what is "Essential", we will communicate the need to report to work for Monday March 30 to you via phone or e-mail. Our goal is to communicate this as soon as possible, but no later than 6pm Sunday March 29. If you have recently changed your phone or email, please provide updated contact information to your supervisor or manager.

In accordance with the Centers of Disease Center (CDC) guideline, if you think you are sick with COVID-19 or think you might have it, you should notify your manager immediately. Please leave the building and contact your health care provider. Centers of Disease Center (CDC) recommends that you stay home for at least 24 hours after your fever (100 degrees Fahrenheit or 37.8 degrees Celsius) is gone. Your fever should be gone without the need to use a fever-reducing medicine. You may contact Human Resources via email ([HR@jirehmetal.com](mailto:HR@jirehmetal.com)) or phone (616-531-7581 x1145).

### For Your Information

**Remember to frequently wash your hands and avoid touching your face**



For more information on COVID-19, visit the following websites:

- <https://www.cdc.gov/coronavirus>
- <https://www.michigan.gov/coronavirus>

#### SPECTRUM HEALTH RESPONSE

FREE COVID-19 SCREENING HOTLINE at (616) 391-2380  
24/7 to talk with a triage nurse.

**FOR VIRTUAL CHAT SCREENING:**

<https://www.spectrumhealth.org/covid19>

#### HOLLAND HOSPITAL

FREE COVID-19 SCREENING HOTLINE at (616) 394-2080  
from 7 AM – 7 PM, 7 days a week to talk with a triage nurse.

**FOR VIRTUAL CHAT SCREENING:**

<https://www.hollandhospital.org/hh/coronavirus.aspx>