NOTICE TO ALL EMPLOYEES
COVID-19 Update
Issued March 20, 2020

At Allegheny East Conference, the safety and well-being of our employees and constituents is a top priority. As you know COVID-19 is spreading across the Conference territory and the entire United States. The President has declared a national emergency and issued several recommendations to stem the spread of this disease.

Following is important information and additional measures the Conference is taking to demonstrate our commitment to the safety and well-being of our employees, constituents, and the community at large.

**Building Closures and Gatherings**

- Follow all guidelines issued by local, state and national government entities.
- Adhere to all guidelines associated with building closures instituted by the Conference.

**Reporting**

Any employee who contracts COVID-19 or has been instructed to be tested or go into quarantine due to potential exposure to the virus must report this to the Conference Risk Management Officer, Chauna-Kaye Pottinger. Mrs. Pottinger may be reached at (484) 447-2394 or ckpottinger@aecsda.com

**Travel**

- Due to issues associated with insurance coverage and safety, employees must obtain prior approval from Conference administration for all travel (even for personal reasons) outside of their local districts until further notice.
- All previously approved business travel is cancelled until further notice.

**Hiring**

The Conference is the lowest level employer in the Seventh-day Adventist Church. Due to the current crises, all requests for hiring, even for locally funded positions, must be approved by Conference administration. Submit requests for hiring/bringing employees onto Conference payroll Pete Palmer, Vice President for Administration and Chief Human Resource Officer, at ppalmer@aecsda.com. Only candidates who have been approved by Conference administration or the Executive Committee will be hired and on-boarded through Human Resources. No candidates are to perform any work until this process is completed.

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Expanded Employee Benefits

The United States government has enacted the Families First Coronavirus Response Act. Under this law:

- Testing for COVID-19 is available without any cost-sharing, such as deductibles, copayments and coinsurance. Also, the testing cannot be subject to prior authorization or any other medical management requirements.
- Provides for two weeks of paid sick leave be available immediately to all employees for reasons related to COVID-19. For part-time employees, the two weeks are defined as the number of hours that a given employee typically works in two weeks. The qualifying reasons include:
  - Self-quarantining due to coronavirus
  - Obtaining a personal diagnosis or care for coronavirus exposure or symptoms
  - Assisting a family member who is self-quarantined because of a coronavirus diagnosis or is experiencing symptoms of coronavirus and needs to obtain medical diagnosis or care
  - Caring for a child whose school or place of care has been closed, or because the employee’s child care provider is unavailable due to coronavirus.
- Expands Family and Medical Leave Act (FMLA) provisions to require 12 weeks of job-protected public health emergency leave.
- Contact Human Resources for details about utilization of the leave provisions.