

## Frequently Asked Questions – By Our PF Team

Updated: March 31, 2020

### **Q1: How many employees are now at Preston Feather locations or at home?**

A1: Today, we have about 15 people staffed as skeleton crew on site at our store locations. The other 90 of our employees are at home. Of those, about 61 are working remotely, and about 29 are home and on call to assist with deliveries or other internal projects.

### **Q2: How many people at home are self-quarantined for higher risk health concerns or they do not feel comfortable yet returning to work for health safety reasons?**

A2: About 20. These individuals have done their own assessment of their own health risk and we respect their decisions to remain safe. We are not aware of any employees positive for COVID-19.

### **Q3: I have been assigned to be home during the Governor’s shelter-in-place Executive Order through April 13th, and I am not working remotely. Do I need to report my time off as PTO in order to get paid?**

A3: Yes.

### **Q4: What if I don’t have enough PTO time left to be paid through April 13<sup>th</sup>?**

A4: You will still record your time as PTO and will be paid for your time off.

### **Q5: I am a commissioned sales person working remotely from home. Do I need to record any time as PTO?**

A5: No, unless you are taking actual time off and are not available (approved in advance as we typically would with PTO). Our sales staff continues to work remotely with customers, suppliers, and a skeleton PF staff of employees. Work continues on estimating, orders, delivery scheduling, supply chain issues and helping customers through this difficult time.

### **Q6: What about my PTO after the Executive Order is lifted? Many of us will have negative or zero PTO left and may need additional time off after Preston Feather returns to full operations.**

A6: We will come up with a fair solution to adjust available PTO time after have better information. It is too early to tell when we will return to normal operations or what federal assistance we will receive to offset our extra costs due to the Governor’s actions. Our intent is that no one at Preston Feather will be unfairly penalized because of the actions we must take while under the Stay Home Stay Safe Executive Order. Right now, our priority is to keep our employees safe and employed.

### **Q7: Why doesn’t Preston Feather lay me off so I can collect unemployment?**

A7: Many reasons. First, we continue to see a good backlog of construction work and no significant delays once the Executive Order is lifted. We will need our staff.

Second, as mentioned before, we care about our employees' health and well-being, keeping staff employed provides them with biweekly paychecks without interruptions or delays, including maintaining current benefit deductions.

Finally, the federal government understands the best approach is for companies to keep their staff employed and not stress the unemployment system. That's why new loans are available to assist companies like ours to keep employees on our payrolls. We are concerned that the volume of employees filing for unemployment will create many issues (including delayed checks) and want to avoid that for our people.

**Q8: Will I be called back to work to work on internal projects while the Executive Order is in place?**

A8: Potentially. Our business continues to run to support customers planning to relaunch operations as soon as possible. We have many important internal projects and maintenance normally completed this time of year to prepare for the peak build season in May. Please be prepared to return to work if needed.

**Q9: Will there any additional incentives considered for employees working on site during this difficult time?**

A9: We appreciate the extraordinary contributions being made and we are considering ways say thank you appropriately once the shelter-in-place restrictions are lifted.