

WORKING FROM HOME:

HOW DO I DO IT?

AM I ABLE TO DO IT?

Please remember Parksite/APC is open for business. Our customers, our suppliers and our fellow Associate Owners rely on us to do our jobs to the best of our abilities and those jobs are done at our locations. Therefore, working from home is only an option if:

- You have children under the age of 13;
 - Your children's schools are closed;
 - You have no alternate day care options provided by the affected school, town, or other public agency;
 - You have yet to arrange alternate day care through another third party.
- OR -
- You may be considered "high risk" of infection due to age, a compromised immune system, etc. Although the CDC website does not preclude you from coming to work each day, if your health care provider presents you with documentation prohibiting you from working in the office, telecommuting will be allowed.
 - You have a documented case of exposure to COVID-19 and have been advised by a provider of care to stay home.

If your situation fits the above criteria, you may be eligible to work from home until **April 3, 2020**. Here's what you'll need to do:

First, contact your supervisor and Greg Wilt to discuss your situation and whether telecommuting is an option for your role. Each telecommuting case will need to be approved by your supervisor and HR.

If it's determined telecommuting is a viable option, you'll need to coordinate with IT, your supervisor and HR concerning what needs to be done for you to perform your job efficiently and effectively.

While you work from home, please be advised you'll be held to the same performance expectations as you are when you're in the office. Working from home is not an opportunity to run errands, schedule (non-emergency) doctors' visits, watch TV, etc. The point is working from home is exactly that: WORKING, just from a different location.

Obviously, there are a significant number of us whose positions do not allow working from home as an option. Examples include (but may not be limited to) warehouse associates and truck drivers.

In the event you cannot work from home and have personal circumstances which meet the criteria listed above (daycare issue, high risk group, documented exposure). Parksite/APC will add five (5) days of PTO to your PTO "bank," to be used before accessing your existing PTO in an effort to ease any financial strain. Please note these extra PTO days are only available through the period from March 16 through April 3, 2020 and will not be paid out or rolled over if unused.

One last, very important point: containment of the COVID-19 virus is all of our responsibility. Therefore, we believe our spouses should bear their fair share of day care help. Please make every effort to obtain your spouse's help with day care, so that you're able to come into the office as often as possible from now through April 3rd.

Understand this process is temporary and may be modified at any time.