

March 18, 2020

Dear Employees in the Emerald Communities family,

In these very difficult, confusing and frankly scary times, I want to give you my personal thanks, and the thanks of every member of the Emerald Communities Board of Directors, for the dedication, care and compassion you continue to demonstrate on a daily basis for the benefit of the residents we serve. We are beyond grateful for each and every one of you.

As we continue to deal with the effects of the current COVID-19 pandemic, the Board and Emerald Communities leadership want to do what we can to express our appreciation, encourage your continuing efforts, and help lighten any financial worries this crisis may be presenting to you and your families. I'm pleased to share with you that the Board Executive Committee has authorized creation of a COVID-19 Emergency Fund to be used specifically for employee support.

With those funds, two new programs have been established for the benefit of employees:

- First, an appreciation pay bonus of **\$5.00 per hour** (\$40 per day for salaried employees) will be added to an employee's regular wage rate for all days that the employee works on-site at either Emerald Heights or Heron's Key in support of their community.
- Second, a COVID-19 sick-time benefit will be available to cover 80 hours of time off at the employee's regular rate of pay if needed. This benefit will be available to every employee should they receive a positive diagnosis of COVID-19; allowing them to stay at home during recovery without using their available PTO balance. The benefit will also be available should an employee need to be quarantined at home due to a confirmed COVID-19 illness of a household family member. This program replaces the "negative balance PTO" program recently introduced.

We also encourage you to share with your supervisor any other additional hardships you may be experiencing during this COVID-19 crisis, such as lack of childcare due to school and daycare closures.

Both of these new benefits will take effect retroactive to March 8th, and will continue until we are at the end of this crisis and able to resume business as usual.

Thank you again for the work that you do. We hope that these new measures will help ease worry and demonstrate how much you are sincerely appreciated as a member of the Emerald Communities family.

Best wishes,



Lisa A. Hardy
Emerald Communities President & CEO, and
Emerald Communities Board of Directors