



Coronavirus Update for Associates March 16, 2020

AmeriLife's highest priorities are the safety and well-being of its associates, agents and business partners.

The coronavirus outbreak has brought great uncertainty with regard to normal business operations, and we want to provide an update on pertinent issues.

Families First Coronavirus Response Act

- You may have heard that the U.S. House of Representatives passed the Families First Coronavirus Response Act last week, and the U.S. Senate is expected to pass it this week.
- When signed by President Trump, the bill would require companies **WITH FEWER THAN 500 EMPLOYEES** to provide paid leave associated with the coronavirus. AmeriLife's employee count for Independent Administrative Services exceeds 500 employees, and the bill's provisions would not apply to us, with the exception of a few of our affiliates.
- Please be assured that AmeriLife is taking the needed steps to provide for its employees even though this legislation does not apply. The company is implementing procedures to allow employees required to stay home to work remotely if possible.

Remotely Clocking-in and Clocking-out

- The company is finalizing work-from-home options for all areas of the organization, which will be announced as soon as possible.
- Employees working from home are expected to work their normally scheduled hours.
- Currently, Workday is programmed to prohibit employees from remotely clocking-in and clocking-out. The HR Department is working with Workday to remove the current IP address restrictions, which will allow employees to remotely clock-in and clock-out.
- If employees are unable to remotely clock-in or clock-out, they should record the hours they work and report via email to their supervisor.

Manager Instructions on Time-Card Adjustments

- Managers and supervisors are requested to follow up with employees working from home to provide instructions, if needed.
- Managers need to update employees' time cards, where applicable, in advance of payroll processing on Monday, March 23.
- Managers can contact HR@AmeriLife.com for any complications during the time-card submission process.



- HR will make every attempt to have a team member in the office to take calls. Employees can also email questions to HR@AmeriLife.com; someone will respond to your questions.

When to Stay and Work from Home

- In the following circumstances, employees should stay home and work remotely (or take the appropriate PTO), unless directed by a physician not to work. Every accommodation will be made to allow work-from-home capabilities for individuals unable to report to work for these reasons.
 - You are sick with any illness, or with symptoms of the coronavirus
 - You have reason to believe you were exposed to the coronavirus, including if you were in contact with someone exhibiting symptoms
 - You are required to self-quarantine based on the company's travel policy
 - You fall within a 'high risk' group as follows:
 - Have a serious chronic medical condition like heart disease, diabetes or lung disease
 - Have an auto-immune condition
 - Are pregnant
- If you have child or elder-care challenges without alternatives, the company will make every effort to accommodate to allow you to work from home. Please contact your supervisor if this is an issue.

This is an uncertain time for everyone across the globe, and your patience is appreciated as AmeriLife adapts its business practices. Please remember that the well-being of our associates is our top priority; please be safe and take precautions to remain healthy.