



Notice to All Employees

California is responding to the spread of a respiratory illness caused by a novel coronavirus (COVID-19) first identified in Wuhan, Hubei Province, China.

To address the global COVID-19 outbreak and in accordance with following Governor Gavin Newsom's declaration of a State of Emergency the Company will reduce the number of employees and work schedules in accordance with operation requirements. This schedule change will take place immediately and will remain in force for two weeks through April 1, 2020.

We understand the impact this will have on you and your families. We have put together this FAQ's list for you.

What action should I take to recover lost wages?

We highly encourage all employees to file for unemployment through the EDD Employment Development Department. Claims are accepted online, mail or fax. To expedite the claim process, we suggest you file your EDD claim online.

EDD and Coronavirus SDI and Unemployment Insurance Claim Guidance:

https://www.edd.ca.gov/about_edd/coronavirus-2019/faqs.htm

https://www.edd.ca.gov/Unemployment/Filing_a_Claim.htm

What happens if I am unable to work due to being Sick or Quarantined?

If you're unable to work due to having or being exposed to COVID-19 (certified by a medical professional), you can [file a Disability Insurance \(DI\) claim](#). DI provides short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week.

The [Governor's Executive Order](#) waives the one-week unpaid waiting period, so you can collect DI benefits for the first week you are out of work. If you are eligible, the EDD processes and issues payments within a few weeks of receiving a claim.

For guidance on the disease, visit the [California Department of Public Health website](#).

What happens if my hours are reduced temporarily?

If your employer has reduced your hours or shut down operations due to COVID-19, you can [file an Unemployment Insurance \(UI\) claim](#). UI provides partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own. Workers who are temporarily unemployed due to COVID-19 and expected to return to work with their employer within a few weeks are not required to actively seek work each week. However, they must remain able and available and ready to work



during their unemployment for each week of benefits claimed and meet all other eligibility criteria. Eligible individuals can receive benefits that range from \$40-\$450 per week.

The [Governor's Executive Order](#) waives the one-week unpaid waiting period, so you can collect UI benefits for the first week you are out of work. If you are eligible, the EDD processes and issues payments within a few weeks of receiving a claim.

When should I File a Claim?

File your UI claim in the first week that you lose your job or have your hours reduced. Your claim begins on the Sunday of the week you submitted your application.

If you previously filed a UI claim within the last 52 weeks and have not exhausted your benefits, you must [reopen your claim](#) to resume benefits.

Important: Waiting to file can delay your benefits.

What Information Will I Need to File a Claim?

You will need to provide your personal information and your:

- Last employer information including company name, supervisor's name, address (mailing and physical location) and phone number
- Last date worked and the reason you are no longer working
- Gross earnings in the last week you worked, beginning with Sunday and ending with your last day of work
- Information on all employers you worked for during the past 18 months, including name, address (mailing and physical location), the dates of employment, gross wages earned, hours worked per week, hourly rate of pay, and the reason you are no longer working.
- Notice to Federal Employees About Unemployment Insurance, Standard Form 8 (former federal employees only)
- DD 214 Member 4 copy (ex-military only)
- Citizenship status, and, if you are not a U.S. citizen, information from your employment authorization document

Tip: Use the attached [UI claim checklist \(PDF\)](#) to gather all of the required information before you start the process.

For additional questions contact Human Resources

Workplace Solutions (209) 338-5847