



JAY DEE TRUCKING

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To Our Jay Dee Trucking Family,

Like you all, we have been trying to absorb the recent changes in our lifestyle and to understand how it affects us as a business and as a community. At this time there is a lot that is unknowable, most specifically, how long this will last. But this is what we do know:

- We are a frugal company and we are strong. We are ready to go back to work at full volume as soon as our customers are ready. Our customers are also strong, they come from a discounter's background. As an indication of this, they shipped out as much freight to the stores as possible so they too will be able to return to full volume. If they were feeling hesitant or afraid, they would have brought their freight back to the DC. The fact that they sent it to the stores should give everyone some confidence.
- Our customers are not shipping or receiving at the moment, so our operations are effectively stopped. We are working with only a skeleton crew.
- This week (check date 3/26/20) we paid out all available PTO (paid time off). Our PTO policy is generous but there are a few people it does not cover and for those people we used the NJ Paid Sick Leave policy to offer as much benefit as possible.
- If you are covered under our medical insurance, that plan was up for renewal on April 1. The renewal was unfavorable but in this climate, there were no other options. We have renewed the existing policy at our cost. We will not be deducting or collecting weekly premium payments for the month of April. We will also not be contributing to the HSA accounts during this time but hope that the absence of the payroll deduction will cover those possible costs.
- We are actively keeping tabs on Government decisions at the Federal, State and Local level. At this time, it is still unclear what measures will be made available to businesses to help them support their employees. We are hopeful that the Governments will take quick action and also hopeful that the payment of the PTO will provide enough breathing room for our employees to take the time they need to make decisions.

As strange as these times are, we are confident that we will come out the other side, and as is common with adversity, be stronger for it. You can reach anyone on our leadership team at dispatch@jaydeetrucking.com We are happy to discuss any questions you have. We will do our part to relieve as much uncertainty as possible.

Stay safe and stay in touch,

The Jay Dee Team

COVID-19 SCENARIOS & BENEFITS AVAILABLE

COVID-19 SCENARIOS		EARNED SICK LEAVE	UNEMPLOYMENT INSURANCE	TEMPORARY DISABILITY/FAMILY LEAVE INSURANCE	WORKERS' COMPENSATION
1	A person who has COVID-19, or symptoms of COVID-19	✓	✗	✓	?
2	Worker was unable to work because of school or daycare closed for a public health reason	✓	✗	✗	✗
3	Worker was exposed and quarantined. Business remains open.	✓	✗	✓	?
4	A person who is out of work because employer voluntarily closed	✗	✓	✗	✗
5	A person who is out of work because employer was ordered closed	✓	✓	✗	✗
6	Worker has less hours available due to business slow down or lack of demand	✗	✓	✗	✗
7	Employer stays open in defiance of public health urging to close, and worker refuses to work	✓	?	✗	✗
8	Worker is afraid of gathering in a group and refuses to go to work (self-distancing)	✓	✗	?	✗
9	Worker is immune-compromised and advised by healthcare provider to self-quarantine	✓	✗	✓	✗
10	Health care worker exposed at work and self-quarantined	✓	✗	✓	✓
11	Worker is caring for a sick family member	✓	✗	✓	✗

✓ YES | ✗ NO | ? MAYBE (CASE BY CASE)



[NJ.GOV/LABOR](https://www.nj.gov/labor)

The information on this flier is meant to give a general picture of benefits and rights available in certain COVID-19 work-related situations. Documentation may be required.

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NJ State PTO rules

1. Earned time off

Workers might not get the time immediately. Employers need to provide one hour of paid sick time for every 30 hours worked, up to 40 hours of paid sick time a year, or they can advance the time at the beginning of the benefit year.

Employers need to let workers carry the unused time — capped at 40 hours — into the following year or pay them for the days.

If employers don't advance the sick time, employers who work eight hours a day would accrue one paid sick days after working about 30 days.

2. What's covered

Employees can take time off to:

- Care for their own mental or physical illnesses.
- Care for family members: child, grandchild, parent, grandparent, sibling, spouse, domestic partner or civil union partner, for example.
- Attend their children's school-related meetings that are required by school staff members.
- Employees also can take paid sick time if their workplace is closed because of a public health emergency.

Employees also can use the time for treatment and services related to domestic violence, sexual assault and stalking.

"This is a critically important part of the law that should not be overlooked," said Debra Lancaster, executive director of the Rutgers Center for Women and Work. "One in four women and 1 in 7 men have experienced domestic violence at some point in their lifetime. Enabling victims and their family members to take paid time off for treatment and services is vital."

3. Guardrails

Employers worried that workers will take advantage of the benefit, turning a paid sick day into a beach day have some protection.

Employers can make workers wait up to 120 days before they can use their time. They can black out particularly busy dates. They can require seven days' notice if workers can foresee the time off. And they can require a doctor's note if the employee is out three or more consecutive work days, according to the New Jersey Business and Industry Association, a business lobby group.