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To: All Employees

From: Human Resources

Subject: Families First Coronavirus Response Act (FFCRA) Policies

Date: April 7, 2020

Dear Employees,

The Families First Coronavirus Response Act (FFCRA) requires private employers with fewer than 500 employees to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

In response, Cold Chain is releasing the following policies, the Emergency Family and Medical Leave Policy, the Emergency Paid Sick Leave Policy, and the Employee Request for Leave Form, which explain the paid leave benefits that are now available.

Cold Chain's FFCRA policies are posted at all HR posting locations and can be found on the Employee Resource page [Employee Resource](#) or upon request, a printed copy of the policies is available from Human Resources.

If you have any questions, please do not hesitate to speak with me, your manager, or a member of my team.

Thank you,
Deb

Debra Bousquet
VP, Human Resources