

April 1, 2020

Hi Everyone,

Today's most important update: **the two UCP staff I mentioned earlier who were diagnosed with the coronavirus are on the mend.** One has fully recovered, and the other's health is improving! Please remember that any UCP staff or client who had contact with either of these individuals were notified immediately and we will do the same if we were to find ourselves in these circumstances again.

I write you today about your **continued pay and benefits** and I ask you to be on the lookout for a message from Bob Taylor regarding the newly enacted **Families First Coronavirus Response Act (FFCRA)**.

Last Friday I indicated that no employee would be furloughed as we thought would occur. I wrote, **"Once we learn more about the government relief that has made this possible, we hope and will confirm with you as soon as possible that your full pay and benefits will continue throughout the Agency's closure."** We had just learned of the approval of the Small Business Administration 7(a) loan program, a resource that will likely cover the Agency's payroll and benefits expenses for a period of time.

You will be paid in full for this week, our third week of closure. We are hopeful we will be able to offer you full pay and continue your benefits for several weeks of this suspension of many of UCP's services. We will apply this Friday for the referenced small business loan, which could grant us dollars to cover this payroll/benefits expense. We do not know how long we will be closed, and we are assuming our loan application will be approved. While we meet all the qualifications, there are no guarantees.

Depending on the length of closure, there is a possibility that we may need to change the status of some employees. It is also possible that additional government relief will become available that will impact our course of action. From the beginning of this event, our goal has been not to furlough anyone and not to put you in a position of having to apply for unemployment benefits or be in the position of many others in this country who do not have a source of income. We will review the Agency's financials regularly as the weeks pass. In the immediate future, we will apply for this loan and will be in touch with you next week with an update.

We are bombarded with new information every day -- new laws, financial relief, procedures, requirements, exceptions, limits, etc. We are making the best decisions possible based upon what we know at any particular point in time. This brings on some risk, however, we are in a position that requires we take some calculated risk in the interest of looking out for you, the individuals we serve and the Agency.

I want to recognize all OakLeaf and LeafBridge staff who continue to work to support the children and adults we serve. You are carrying out our mission, lifting our reputation in the community and exhibiting an extreme amount of dedication to UCP and your work.

Wishing you all a good evening. As always, feel free to call me at 440-454-1363 or Beth at 216-534-9960 with any questions.

Trish and Leadership Team