

Summary of Edinboro Book Store - COVID-19 Policy/Protocols:

Following discussions with Ray Fisher, General Manager for Edinboro University, the Company will be following the below protocols as it relates to COVID-19:

Based on Edinboro University's COVID-19 plans, *"Staff members who are not assigned to work either on campus or remotely by their supervisors will be placed on paid administrative leave beginning Wednesday, March 18, at least through Friday, March 27. We will keep you updated as new decisions are made"*.

Historically, USI mirrors university policy whenever possible – so effective March 19th, all USI employees are placed on paid administrative leave through Friday, March 27th. Every employee will be paid for the hours they were already scheduled for Thursday, March 19th and Friday, March 20th. In addition, all full-time employees will be paid for five (5) full days (7.5 hours per day) for the week of March 23rd – 27th and all part-time employees will be paid for three (3) full days (7.5 hours per day) for the week of March 23rd – 27th.

As of now, the intent is to have all employees return to work on Monday, March 30th; however, please understand that this plan may change. USI management will be in contact with you if any changes occur or if any other pertinent information needs to be passed along.

UPDATE: 3-27-2020

Based on the university extending paid leave through April 3rd, USI will continue to pay all employees through April 3rd. In addition, instead of extending this pay on a week-by-week basis like the university, we are going to make the assumption that the bookstore will not be operational until at least Monday May 4th. This means that if we cannot open, all employees will continue to receive administrative pay through May 3, 2020. Full-time employees will continue to receive administrative pay for 37.5 hours per week and part-time employees will receive pay for 15.0 hours per week (the minimum hours as stated in the Collective Bargaining Agreement <Article 12.3>) Anyone that can work from home will be expected to do so. Please understand that any of this is subject to change. If we have the ability to open before May 4th, we will – we will resume operations as soon as we possibly can as long as it is safe.

This arrangement has been made in consultation with the USI Board of Directors. It is USI's intent to keep everyone employed as long as possible based on the conditions we are operating under. I appreciate everyone's understanding during these difficult times. I will be reaching out to some of you via email or telephone next week to discuss my plans centering around virtual commencement, textbook rental returns, summer classes, etc.

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Obviously, employee safety is the main concern at this time. I appreciate everyone's understanding during these difficult times.

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.