



Memo

TO: All Employees
FROM: Greg Norris
DATE: March 18, 2020
SUBJECT: Emergency COVID - 19 Precautionary Shutdown

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Please be advised that the American Rock Salt Company is following the Government's suggestion and is announcing a two (2) week Emergency COVID-19 Precautionary Shutdown effective Monday March 23, 2020. After this initial two (2) week we will evaluate the situation and determine if an additional week is necessary. At this point we expect all employees to return to their normal shifts on Monday April 6, 2020.

The American Rock Salt Company will adhere to any legislation that is passed regarding the Family First Corona Response Act or other legislation that applies to the COVID-19 Virus.

Any updates will be made to the American Rock Salt Company Employee Information Line which is 585.991-6842

Please be advised that all health insurance benefits will remain in effect for the duration of this Emergency COVID-19 Precautionary Shutdown.

We have contacted the New York State Department of Labor and have been advised that the waiting week for Unemployment Benefits has been waived in regards to the COVID-19 Virus. If you do not have an open claim you should open your claim on line on the NYS DOL website on March 23rd, if you have your waiting week in you should go on line and start your claim on March 29th. The website is www.labor.ny.gov. The programming is now in place for you to answer the question "is the layoff related to COVID-19? Answer yes and the waiting week will be waived.

We thank you for your understanding during this difficult period.