



International Quality Homecare
International Quality PCA Services
Alpha Services Company
Omega Home Healthcare LLC

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Date: October 6, 2021

To: All Employees

From: Leslie Sutter, Director of HR & Communication

Cc: Dr. Aderonke Mordi, CEO & President
Mark Kellen, CFO
Compliance Department
Payroll/HR Departments

Effective immediately, Joseph Companies and affiliates will no longer have a COVID-19 Paid Time Off program.

The extension to the FFCRA (Families First Coronavirus Response Act) where voluntary continuance of paying employees for missing work due to COVID-19 ended on September 30, 2021.

Any employee who tests positive for COVID-19 will need to follow doctor's orders on eligibility to return to work. Employees can elect to use their regular Paid Time Off (if they have accrued PTO available) or Unpaid Leave.

We will accommodate work at home when possible, depending on the position.

Employees must continue to report positive COVID-19 diagnosis to their supervisor, who will then need to report to compliance@joecointl.com. Compliance Department will assess if it was work exposure to COVID-19 and if so, HR will be notified so a worker's comp report can be made.

For employees wanting to apply for Unemployment benefits due to COVID-19, please visit the applicable state website (please note that Unemployment benefits approval is assessed & decided by the state Unemployment office):

MN: [COVID-19 and unemployment / Applicants - Unemployment Insurance Minnesota \(uimn.org\)](https://www.uimn.org)

WI: [Unemployment COVID-19 Public Information \(wisconsin.gov\)](https://www.wisconsin.gov)

If you have any questions, please let me know.

Thank you,

Leslie Sutter
Director of HR & Communication

"Caring People Caring for People" in Minnesota, Wisconsin and Iowa