March 27, 2020

**Fellow Youth Ranch Employees:**

This is our weekly message concerning the coronavirus, COVID-19, and actions being taken by IYR to protect ourselves and our families, our clients and customers, and our communities. This message will be posted in the COVID-19 for Idaho Youth Ranch Employees portal accessible through the IYR website.

**Furloughs:** As you are aware, IYR is complying with the Governor’s “Stay Home” Order. That order is in effect through April 15. We have suspended all non-essential business operations and temporarily furloughed most of our employees, while our Programs staff continue to serve the needs of youth and families. These changes will remain in effect until the Governor lifts or modifies his original order. As Scott has emphasized in his communications with employees, we want you to understand these important points about the furloughs:

* We want everyone back to work at IYR as soon as possible!
* The furloughs are temporary and furloughed employees remain employees of IYR.
* Furloughs give us the opportunity to keep you as whole as possible while we comply with the Governor’s order.
* Employees retain and can use their benefits and be eligible for unemployment benefits while they are in an unpaid or reduced hours status.
* The COVID-19 for Idaho Youth Ranch Employees portal accessible through the IYR website contains a wealth of helpful information to help you through this challenging period, and new information is posted regularly. To get to the portal, enter [www.youthranch.org](http://www.youthranch.org) in your search engine. When the IYR site comes up click on the “For Employees” tab in the upper right corner.
* **We will make sure that any new material placed on the portal is highlighted.** Thank you for that suggestion during the call this afternoon.

**Emergency Pandemic Sick Leave (EPSL):** We provided this benefit to IYR staff to help you weather these challenging circumstances, and it is a more generous benefit than what employers are now required to do. Please use this leave first for any absences associated with the furlough. This includes a situation where an employee is working from home, but less than full-time. Use EPSL to cover your hours not worked.

**Important Information about Paid Leave under the Family Medical Leave Act (FMLA):**

* If you are staying home from work and caring for your child whose school or place of care is closed (or your child care provider is unavailable) due to COVID-19 related reasons, you are entitled to up to 10 weeks of expanded FMLA leave paid at 2/3 of your normal rate of pay (up to $200 daily and $12,000 total).
* This includes time at home while you are on furlough.
* While the rate of pay is less than your normal rate of pay, using this leave extends the time during which you will be paid, and it pays you at a higher rate than if you were on unemployment.
* If you have questions about this leave, visit the COVID-19 for Idaho Youth Ranch Employees portal for information or to connect you with HR for assistance.

**Employee Assistance Program (EAP):**

* The EAP offers a broad range of services and information that can help you and your family through this stressful time, including confidential individual counseling (in-person, by phone, video link, or email), financial and legal services, and help with identity theft.
* This service is available to you and to the other members of your household.
* You can access the EAP program through the COVID-19 for Idaho Youth Ranch Employees portal (your access code is IYR), or by calling 1-866-750-1327.

**Employees with IYR Health Insurance through Regence:**

* If a health care provider determines you need a COVID-19 test Regence will cover the entire cost of the test and an associated office visit with no cost-share or pre-authorization.
* You can call a nurse 24 hours-a-day on the Advice24 line instead of going to urgent care or the emergency room if you have questions regarding COVID-19 or any other health issue. Call 1-800-267-6729. Have your member number available to confirm your eligibility.

**New Information on the COVID-19 for Idaho Youth Ranch Employees portal:**

* Bad actors can use stressful situations like the COVID-19 pandemic to create fear and scam people. See the article, “**Phishing in the Time of COVID-19: How to Recognize Malicious Coronavirus Phishing ScamsPhishing in the Time of COVID-19: How to Recognize Malicious Coronavirus Phishing Scams**Phishing in the Time of COID-19: How to Recognize Malicious Coronavirus Phishing Scams” in the “Tools, Tips & How to Get Help section of the portal.

**Questions:**

* If you have questions or concerns regarding COVID-19 or the steps IYR is taking, please direct them to HR at HumanResources@youthranch.org or call 208-377-2613 and ask to speak with HR.
* Thanks for your attention. Take good care of yourselves. We’ll have more soon!