



March 30, 2020

Fellow Youth Ranch Employees:

This message provides you with additional important information concerning the coronavirus, COVID-19, orders by our government and health officials, and actions being taken by IYR to protect ourselves and our families, our clients and customers, and our communities. **Please remember to visit the “COVID-19 for Idaho Youth Ranch Employees” portal daily to check for new information.** Access the portal through our website at www.youthranch.org and click on the “For Employees” tab in the upper right corner. All new postings will be highlighted so you may easily find them.

Federal Social Distancing Guidelines Extended:

- On March 29, President Trump extended his earlier order on social distancing to April 30. The previous order had been set to expire this week.
- We have not yet received any information on how this extension will affect the Governor’s order which was scheduled to expire on April 15.
- As soon as that information becomes available, we will share it with you.

Unemployment:

- If you are currently on furlough from IYR, remember that you may file for unemployment benefits to offset some of your reduced income.
- **Idaho has waived the one-week waiting period before you can begin receiving unemployment benefits.**
- **Note:** There is a limit to how much you can make working for IYR before it would make you ineligible for unemployment benefits.
- The Department of Labor may require that you use all your accrued paid leave benefits before you can receive unemployment benefits.
- **Please remember to use all your Emergency Pandemic Sick Leave before applying for unemployment benefits.**

Employment Opportunities:

- We have been reaching out to retailers operating essential businesses who we know are seeking employees to see if they would be interested in hiring our furloughed employees.
- **Stinker:** I have been in contact with Stinker. They will be looking for interested candidates from IYR because they believe our employees are dedicated and know the retail business well. Please see the attached poster about employment opportunities with Stinker and the attached list of current openings. If you apply, be sure to identify yourself as a furloughed IYR employee.
- **WinCo:** WinCo is also hiring, but all applications must be submitted on their website: www.wincofoods.com/jobs
- We will continue to look for opportunities to assist our employees. Taking temporary work from another employer does not impact your status as a current IYR employee. Please remember: **We want you back!**

Attention Nagel Center Employees:

- **Security:** The front gate and the entrances to building 2 & 3 will remain locked during normal work hours. Employees will need to use their access card to gain access to these entrances.

- Phone Messages: Sherri will be checking the messages that come in to the central number (208-377-2613) daily and will forward those messages to the appropriate individual(s).
- Mail: The mail will be delivered to building 1 each day. Sherri will sort and distribute the mail as normal and will contact the appropriate person for any mail that appears to require immediate attention. Please let Sherri know if you have outgoing mail. Place it in the bin in building 2 (the bin from which the mail carrier normally picks up). Sherri will check the bin daily and get the out-going mail to the carrier.
- Deliveries: Parcels that would normally be delivered to building 2 will now be delivered to building 1 and Sherri will notify the appropriate person to pick up the delivered item.

Thanks for your attention. Take good care of yourselves. We'll have more soon!