



April 9, 2020

Fellow Youth Ranch Employees:

This message is being sent to inform you that effective Monday, April 13, IYR is removing all employees from furlough status and returning them to work! This message reviews the information Scott provided in his new video earlier today, and it will be posted along with the video on the “COVID-19 for Idaho Youth Ranch Employees” portal. Please remember to check the portal daily 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.

From the onset of the COVID-19 Pandemic, IYR has embraced two overriding goals:

- 1. Keep our staff as whole as possible and return them to work at IYR as soon as possible; and**
- 2. Keep the IYR organization as healthy as possible while we wait for our staff to return and we resume full operations.**

In working to achieve those goals we have focused on:

- Strict compliance with the Governor’s stay home order;
- Adapting to constantly changing guidance from government and health authorities;
- Obtaining guidance from professionals in the fields of law, banking, accounting, and auditing to ensure our compliance; and
- Maximizing our opportunities to be eligible for government assistance programs that benefit IYR and our employees.

Consistent with those goals, all IYR employees will be removed from furlough status and returned to work effective Monday, April 13. Here are some important points to remember:

- The Governor’s stay home order remains in effect.
- All work performed will be done from home, if possible
- If work must be performed at a worksite it must be done in strict compliance with the established social distancing guidelines (6-foot separation from any other individual at all times and compliance with all personal contact, hygiene, and sanitization requirements).
- Some work will be performed at IYR worksites, although those worksites will remain closed to the public.
- Other work may be performed at other locations or to assist other “essential” businesses.
- Your supervisor will let you know what your work assignments are, and you will be expected to work your normal hours unless you and your supervisor agree otherwise.
- All assigned work is either in support of an organization that has been deemed “essential” in the Governor’s order or has been confirmed by the Department of Health and Welfare as permissible “Minimum Basic Operations” of IYR consistent with that order.
- Some IYR employees may be unwilling or fearful to return to work or to work on behalf of another organization. Consistent with our approach throughout the Pandemic, we will be as flexible as we can in accommodating those feelings. There is a new “Flowchart of IYR Employee Back to Work & Leave Options” that explains how employees may use their paid leave benefits, including IYR Emergency Pandemic Sick Leave, PTO, vacation, and sick leave.
- **Note: Since employees will no longer be on furlough, if they have a qualifying reason, they will be eligible to apply for federal FFCRA Paid Leave. See the “Employee Information Sheet on FFCRA Paid Sick Leave” under the “IYR Paid Leave” section of the portal.**
- As always, if you have questions, please contact HR.

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