

March 31, 2020

Casino Coronavirus Update

We Care about Your Health and Safety!

We have created a special "employee only" section on our Sky Ute Casino website, <https://www.skyutecasino.com/employee-news/> to keep you informed with updates related to the Casino and COVID-19. You will find information on employee benefits, employee forms, employee news and more.

As the situation continues to evolve, we will update this page with the latest information. Please keep safe and adhere to the stay-at-home orders to protect yourself, your loved ones, and members of our community! We're all in this together!

What's Happening with the Casino and My Employment Status?

The Casino: The Casino is entirely closed through mid-April. It is possible that the closure will continue longer than that. Directors, Managers, and other key personnel are working from home, and are available by phone or email should you need to contact them.

My Employment: At the present time, everyone who was a current employee at the time of the closure on March 23rd will remain employed unless you resign.

My Pay: All part-time employees (with or without benefits) and full-time employees who are NOT working will be paid **Admin Leave** based on their regular hours. Full-time employees will be paid 40 hours/week, Part-time w/benefits employees will be paid 30 hours/week, and Part-time/no benefits employees will be paid 20 hours/week. Tipped employees who make less than \$12/hour will be paid the Colorado minimum wage of \$12/hour. On-call employees will not receive pay. Employees who are working will be paid using their normal paid code.

My Paid Leave: If you were on paid leave when the Casino closed, you will use your personal leave for any days you had designated as such through March 21st. Any days you had as personal leave after that will convert to Admin Leave. Admin leave won't accrue additional paid leave during this time.

My Benefits: They will stay in place. If you become eligible for benefits during the time we are closed, Holly Tracy will call you and you can enroll in benefits over the phone. If you have changes to your benefits, please contact her at 970-563-1320.

GIVE THE GIFT OF SERVICE!

GUEST SERVICE ♥ INTEGRITY AND RESPECT ♥ FUN ♥ TEAMWORK

What All Employees Should Do Now

Here are some steps we suggest everyone take as the presence of COVID-19 is **now** in our communities:

- If you haven't already, you can set up Direct Deposit for your check. It's easy — just fill out one of our Direct Deposit forms—it is on the Casino website's employee page. You can fax the form to 970-563-1420..
- If you are an Anthem member, sign up for Live-Health Online. You can "see" a doctor without leaving your home, and it is FREE! You can access the website at <https://livehealthonline.com/> — or you can download the free LiveHealth Online app to your phone. There is a flyer posted about this on our website.
- Now is a great time to create or update your online Fidelity account! Go to <https://nb.fidelity.com/public/nb/default/home> (or <http://www.netbenefits.com/>). There is a lot of great information available. You can also link your bank account to your Fidelity account — it is very secure, and a great time-saver. Instructions are on the Fidelity flyer on the employee web page.
- If you are sick...
 - ◇ **Stay home! Period!**
 - ◇ If you have a **fever, a cough, or are short of breath**, call your doctor or LiveHealth Online. Don't go to urgent care or the emergency room unless you call first. Some areas have special testing facilities set up; your doctor will help determine if you should be tested and where to go to do so.
- Fidelity, ComPsych, Anthem and Delta Dental all have great information posted on the employee page on our website. You must type in the web address listed on page 1 to access it.

If You Have Questions

For benefits, call Holly Tracy at 970-563-1320. It will forward to her home phone.

Personnel questions: call 970-563-1311. It will forward to someone who can assist you.

Coming Back to Work

Although we don't know when the Casino will reopen, here are some important things you need to know about coming back to work.

To provide for everyone's safety and well-being, all of us will be required to fill out a questionnaire regarding any travel we may have taken or any illnesses we or our household members may have had.

- If you travel outside of the Tribe's designated "Safety Area" during the Casino's closure, you **must** report it to your supervisor **immediately** and disclose it on the questionnaire. The Safety Area includes the following counties: In Colorado — La Plata, Montezuma, Archuleta, and San Juan; in New Mexico, San Juan; and Rio Arriba; and in Utah, San Juan.
- Travel outside the safety area **will** result in you being placed on a 14-day stay-at-home watch period to ensure you are symptom-free.
- You will be asked if you have been exposed to a person with a confirmed case of COVID-19. If so, you must report it to your supervisor immediately.
- You will be asked if you have or have had a confirmed case of COVID-19.

In the event you have been exposed to COVID-19 or have been tested for it, you will be required to get an authorization to return to work from your medical provider before you can come back to work. This **will** also require a 14-day quarantine period to ensure you are symptom-free.

Please remember, we are taking these precautions for the health and safety of all of our valued employees. **Please inform your supervisor immediately if any of these circumstances hold true.**

We appreciate your cooperation!