

March 26, 2020

Dear Employee:

Due to the Covid19 Pandemic and associated government orders that have been made we are temporarily reducing hours\*. We want you to know that your job is secure during this time.

During this period, you can file for unemployment compensation due to a reduction in hours because of COVID19. Please refer to the State of Colorado guidelines for specific details, applications, eligibility, and collection of benefits, [www.Colorado.gov/cdle](http://www.Colorado.gov/cdle)

If you become ill, live with someone who is ill, or have lost childcare due to school and daycare closures, please make your RGM aware then contact Kendi, 970-245-0898 x3325 or [kendi@colcal.net](mailto:kendi@colcal.net)

Currently the length of this reduction is unknown although we hope it to not extend beyond the next 30 days. We will do our best to provide current information as things change. Please log into <https://colcal.greenemployee.com> to ensure we have your proper contact information.

During this time your health and other benefits will continue (if applicable) and will accrue as normal with no changes to employee/employer costs. Benefit cost repayments will be required upon return to normal work, if applicable. If you chose not to return benefits will end as of last date of work. If you have a final paycheck, the Company will deduct any premiums in arrears of the last date of work.

We are doing everything in our power to continue operations seamlessly while ensuring all employees are taken care of. We believe that together we will make it through and be stronger than ever before.

Deepest Regards,

Ken Basinger  
President  
ColCal Colorado Inc.

\*This is a company initiated short-term temporary unpaid reduction unless using qualified paid leave. The period and provisions may change or be terminated at the sole discretion of the Company, and does not create any employment contract, express or implied.