



Caine & Weiner

Excellence in Global Receivable Solutions



To: All Employees
From: Shamaria Smallis, Chief of Staff
Re: Coronavirus Update
Date: March 16, 2020

We are continuing to take extra precautions as an organization to protect our workplace and our employees. As we evaluate and initiate employees working remotely, there are many things to consider. Some items to remind you of are the following:

Paychecks/Direct Deposit: If you have not signed up for direct deposit, now is the time to ensure there is no disruption in receiving your paycheck. You can login to ADP to update your banking information. We will override the pre-note verification to ensure it takes effect immediately. Be sure your banking information is entered correctly. This is encouraged; we will continue to look at other options.

Paperless Pay Statement: If you have direct deposit or are going to or already have it, please sign up for paperless pay statement. Your pay statements can be obtained for up to 3 years on you ADP site.

Office Visitors: No visitors to the office outside of our normal vendors for the next 30 days

Business Travel: No business travel for the next 30 days

Aetna's Teladoc: Employees under aetna medical can contact aetna's Teladoc. You can virtually see a Healthcare Professional (board certified doctor) from the privacy of your home. They can diagnose, treat and prescribe medications (if necessary) for common health issues. Some common health issues are Cold & flu, Bronchitis, Pink Eye, Allergies, Skin Infection and Rash, Sore Throat, and Sinusitis.

In the event you feel ill or are unable to report to work for any reason, please ensure you request a leave and contact the following:

Leave and Benefits:

- If you believe that you have been exposed to COVID-19 in the course of your work activities, you may be eligible for benefits under our worker's compensation policy. **Contact Shamaria Smallis, Chief of Staff at 818.251.1721 (office) 805.573.3539 (cell) or email shamaria.smallis@caine-weiner.com to report a claim and receive the necessary paperwork.**
- You may use your available sick leave and, if necessary, vacation leave, to cover absences related to illness. State and federal disability laws also may apply to your situation. We will make every effort to reasonably accommodate employees who require additional unpaid leave time related to COVID-19, subject to applicable law and provided it does not pose an undue hardship for the company.
- Contact our group health insurer at Aetna 877.204.8186 for further information related to your medical care benefits.
- If you are unable to come to work because of caring for a sick family member or a child care emergency such as a school closure, contact to report your absence and to receive further information about your leave rights.



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To obtain additional information, you can visit: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>.

We hope you find the above information helpful. We will continue to update you as further information becomes available. We would like to thank you for your patience as we work through this difficult time together as a team. Please know that your health and safety is important to us, and we appreciate your help with our efforts in this regard.

Please let us know if you have any questions.



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