

- **How will I find out if my work site is going to close temporarily?**
Your local Astrix team will notify you if we receive notification that your worksite is temporarily closing. We will provide as much detail as we have available. Since the situation is rapidly changing and you are onsite, you may become aware of updates before Astrix. If you receive an onsite update related to reporting to work, please let your recruiter know.
- **If a temporary shutdown occurs, how will I be made aware of additional updates once I am not at work?**
Astrix will provide email updates related to your client site as we receive them.
- **Should I still submit a time card if I do not report to work at all in a week due to a temporary shutdown at my worksite?**
Yes, please continue to submit a timecard. For any week that you do not work at all, you should record zero hours.
- **Can I work from home during a temporary shutdown or quarantine?**
Permission to work from home will be made by onsite management based on many factors, which could include job duties or access to technology, systems, and other necessary equipment. If your supervisor has advised you that you can work home, please let your recruiter know.
- **Can I use PTO to be paid for time off during a temporary shutdown or quarantine?**
Yes. If you wish to use any of your available PTO to be paid for time off, you should record these hours on your benefit timecard available in BBO. [Here is a link to the instructions to guide you.](#) If you need assistance with your login credentials for BBO, please email payroll@astrixinc.com.
- **How do I find my available PTO balance?**
Accrued PTO hours are available on your pay statement in the ADP portal at <https://workforcenow.adp.com/>
- **What if I do not have access to the ADP portal?**
[Instructions on registering for the ADP portal are available here with this link](#) If you have difficulty registering for access, please contact hr@astrixinc.com for assistance.
- **Can I be paid for sick time if I subject to self-quarantine or if I have to stay home to care for a family member?**
If you work in a state that provides paid sick leave, then you may use your available sick time for time off due to your illness or quarantine or to care for an affected family member. Accrued sick time balances are available on your pay statement in the ADP portal. To be paid for available sick time, please follow the guidance provided for PTO above.
- **Do my healthcare benefits continue coverage if my client site shuts down?**
We plan to extend healthcare benefits during a period of temporary shutdown. We will keep you apprised of any changes as we work with our clients to get you back to work.
- **Can I file for unemployment during a temporary shutdown?**
Your state unemployment office can provide more information on eligibility and filing a claim. Many individuals who are temporarily unable to work due to shutdown are eligible for unemployment benefits during the temporary shutdown.
- **Do I need to apply for another job?**
There is no reason to seek another job, we have been advised that worksite closures decisions are being made to ensure public safety and welfare and worksites anticipate reopening as soon as possible based on improved conditions in the local area.

- **What if I am exposed to someone who is showing virus symptoms or has been tested for the virus or if I begin to experience symptoms or am tested for the virus?**

As previously communicated, please inform Astrix Human Resources immediately at hr@astrixinc.com if any of these conditions are true. Additional guidance will be provided at that time regarding the return to work protocol.