

## Overview

The last few months has been difficult for everyone. The unexpected challenges due to COVID-19 are making life complicated for all of us. While dealing with the Corona Virus (CV), CeleraPro staff have had to make major changes in how they operate, support their clients, and take care of their personal lives. We are proud of your efforts and anticipate that things will get better soon. We are lucky to have the ability to work from our homes, but please make sure you are performing all the tasks that your GSA government manager and office requires. We continue to manage time off resulting from sick days and vacations by supporting each other.

Once again, we need to do better in getting time sheets submitted on time. This is not a big task. Please respond to Atosha when requested. This should be a process set in stone each week. As always, make sure to get your time sheets submitted on time every Friday, the 15th, and on the last day of each month, sending them to [atosha@celerapro.com](mailto:atosha@celerapro.com) with copy to Chuck.

Dr. Perini encourages all CeleraPro staff to participate in the COVID-19 scientific research being conducted using distributed computing. Your participation will support the discovery of a vaccine for COVID-19 without impacting your computer or costing you anything. Further discussion of this important topic has its own subject area on the next page describing its safety and ease of installation.

The GSA client has many demands to keep the government running, especially now during the CV crisis, and we want to help accomplish those goals. In recent conversations with our COR LaKeya Hayden, there are repairs going on at some facilities. Both the virus and the recent riots have caused damage in certain areas. There are rumors of a return to work on

June 8<sup>th</sup>, but there has been no formal direction to return to work on that date. If you are getting specific direction to return on Monday, June 8<sup>th</sup> please let us know. There are specific situations where the government does need minimal support on site.

As we mentioned last month, there have been numerous personnel changes to the team including new hires, moves within the team, and staff taking on new tasks. We will be fully staffed as soon as the government security office is up and running.

CeleraPro's leadership is proud of the work and performance of the team during these special times, and appreciates everyone's commitment, support to CeleraPro, and the professionalism provided to each of our valued government clients. Keep your efforts focused on the needs of the government at this time and be actively respond to your customer's needs.

The CeleraPro employee handbook has been updated to incorporate a few minor changes. The latest revision is version 6.4 and is available on the CeleraPro.com website. Please review the handbook at your convenience and use it as a reference to understand your benefits and what CeleraPro requires of its staff. If you have questions, please ask. Both the healthcare and the 401K process are operating smoothly, but if you are having problems, let us know.

CeleraPro is working with DC's Metro SmarTrip to provide a transportation benefit that is available to staff that take DC Metro. The benefit allows staff members that use Metrorail, Metrobus, or park in a Metrorail garage, to purchase SmarTrip fare cards on a pre-tax basis. Based on the current situations with the virus, we have stopped taking funds to support this task until buildings are open. When the staff

goes back to normal operations, we will reactivate the account and let everyone know.

Please continue to reach out to Dr. Perini, Chuck, or Atosha with questions. Please remember that our commitment to the GTMs, being on-time, providing the needed support, being a team player, and supporting your staff teammates will continue to be our top priorities.

We recognize that some portions of the content of this Memorandum may be repetitive, but the purpose of the repetition is to educate new staff and to emphasize critical policies that we expect you understand and adhere to. Sections that are repeated each month are at the end of the Memorandum with Blue headers. Please use these as a reference. Any minor changes to those sections will be shown in blue text.

## 1. Black Lives Matter

CeleraPro subscribes to an all-inclusive philosophy that includes the following tenants:

- We acknowledge, respect, and celebrate differences and commonalities
- All people should have the right to live in freedom and peace and safety
- We practice empathy and strive to listen and accept the views of others
- We are outraged and will support action when anyone is not afforded justice and respect

We welcome your suggestions on refining this first draft of our all-inclusive philosophy.

## 2. COVID-19 Research

CeleraPro is participating in the research for a COVID-19 cure by donating computational resources to several COVID-19 and the infectious disease research lab at the University of Washington in St. Louis Missouri. CeleraPro leadership and staff members have donated

computing power from their personal and company (non-Governmental) machines to run mathematical simulations to help find a cure to COVID-19.

Over one million people and companies (devices) across the globe have contributed CPU time in this outstanding use of distributed computing. CeleraPro is in the top 6% of contributors (per the ever-changing rankings). We highly encourage you to support this important effort. We highly encourage you to support this important effort, go to: <https://foldingathome.org/>, and download the app. It is safe to run on your computer (see security discussion below). Enter your name, and **Team number 265787.**

You can control how much of your resources are used and when it uses them. You set the parameters so that it only runs when your machine is idle, or it can run in parallel sharing CPU time while you work. The data created by your computer will be sent back to Folding@home.com to analyze and add to the pool. While you sleep, your excess computing power can help scientists find an end to the COVID crisis. More detailed info provided at the end of this memorandum.

**What about security issues?** - The computational experts at Folding@home.com have worked very hard to maintain the best security possible with modern computer science methodology. Their software will upload and download data only from our data server at Stanford University. It only interacts with files on your computer; they do not read, write, or transmit any other files. Doing so would violate their privacy policy. They take extensive measures to check all of the data entering your computer and the results sent back to Stanford University. If the signatures do not match (on

either the input or the output) the client will throw away the data and start again. Finally, the clients are available for download only from this web site, so that we can guarantee the integrity of the software. We **do not** support Folding@home.com software obtained elsewhere and prohibit others to distribute the software.

### 3. DC Transportation Benefit

The DC SmarTrip transportation benefit is available to employees that work within Washington DC area and take WMATA transportation. It is on hold right now and no payroll deductions are being made until the buildings re-open. If you are interested in the in participating, let us know. There was mixed interest in the process, and we have initiated the process with staff as appropriate. We have subsequently sent the required DC SmarTrip forms to complete and instructions on how to use this new benefit. We will let each of you know when put this into action again.

### 4. Updated Employee Handbook

The CeleraPro Employee Handbook is a living document that is updated periodically as policies and processes are refined. Major revision that impact staff are sent out directly and may require signature to acknowledge receipt. Minor revisions are posted on the website for staff review at their convenience. We welcome questions from staff or suggestions on making the document more complete. There are two versions, one for SCA staff and one for non-SCA staff, both of which can be found on the CeleraPro.com website under the “Employee Resources” tab. The handbook provides an overview of all CeleraPro policies and procedures, which occasionally get updated. The document will give you the updated guidance concerning CeleraPro benefits,

guidance, and expectations. Look for future announcements if the document is updated.

### 5. Using Vacation and Allowable Carryover on Contract during CV

Due to the circumstances currently confronting us, it will be important to be aware of your vacation time so that everyone is not taking vacation at the same time later this year. We understand that lockdown requirements make taking a “real vacation” impossible, but CeleraPro needs you take a day off every couple of weeks. This is absolutely necessary, so everyone does not take off at the same time at the end of the year. Too many staff members have too much vacation on the books. Remember you can only carry over 24 ours (3 days) into 2021. Please contact Chuck to schedule vacation days for this week and next (30-day notice requirement waived for one or two days off in the month of June). Here are some ideas for taking time off:

- Paint a Room
- Clean out a closet
- Write a best-selling novel
- Create a YouTube Channel or Blog
- Prepare an awesome meal
- Sleep in all day
- Binge-watch a TV series
- Learn a new language
- Start your Holiday shopping online
- Catch-up with friends or relatives on the phone.

We welcome your suggestions on how to take a vacation day from home. A small number of vacation hours may be rolled over (see the table below) but payouts for unused vacation time is not available. For 2020 the number of hours that

can be rolled over to 2021 is 24. Please plan your time accordingly so that you are prepared.

Contract Year	Calendar Year	Allowable Carry Over to Next Year*
1	2019	40
2	2020	24
3	2021	16
4	2022	8
5	2023	0

## 6. Vacation Requests During the CV Telework Period

CeleraPro has temporarily modified its vacation request requirement during the CV Telework Period to facilitate staff taking vacation during in-home isolation/lockdown. To request one or two days (or partial day) of vacation, please give Chuck and Atosha approximately 24 hours' notice. If you plan to take 3 days off, please provide at least 48 hours' notice. For 4-5 days off, we will require 30 days' notice in advance in order to make arrangements for long-term fill-ins. And for greater than five days, please provide at least 60 days' notice. CeleraPro permits staff to "Go in The Hole" (GITH) on vacation in the early part of the year prior to full vacation accrual. Maximum GITH permitted is 40 hours. Please review Employee Handbook for details on our GITH policy. GITH hours require pre-approval by Chuck and/or Dr. Perini.

## 7. CeleraPro.com Website Launch

On Monday, 6/8, CeleraPro's IT staff will launch a new version of CeleraPro.com. It is not vastly different from the prior version, but it is no longer hosted on a proprietary platform, allowing CeleraPro more flexibility in how the website is used. There are employee resources available on CeleraPro.com, including a benefits information and links to the employee

handbook(s). If you have any questions regarding the site, or suggestions, please contact Dr. Perini via email.

## 8. Virtual Staff Meeting in June

The normal CeleraPro quarterly staff meetings have been impacted by the current events. We are actively working to set up a meeting that will be virtual. The time, access, and content will be provided as soon as we set up the meeting. Expect more information as we get closer to a date. Attendance is mandatory and the time is chargeable to the contract.

## 9. Personal Announcements

Please let us know if you have any exciting news you would like to share with the team. Items such as births, birthdays, graduations, weddings, and other events can be included. This is purely voluntary but will help us get to know one another.

## Recurring Messages

These reminder messages are provided for new staff and as a reference for all staff members. [Any changes to the standard information will appear in blue text.](#)

## Retirement Benefits Policy

The CeleraPro retirement 401k plan is updated for 2020 to include a policy established to meet Employee Retirement Income Security Act (ERISA) requirements. The policy requires all staff to designate a portion of their CeleraPro company contribution to their 401k. For most staff, this is already being done. After applying funds to the employee's medical benefits (including dental, vision, and selected optional insurance), remaining funds go to their Voya 401k account, which satisfies the requirement.

For staff that also wish to cover other family members, the policy requires that before applying funds family member coverage, the next \$50 will be deposited into the employee's 401k, and then additional funds may be applied to the employee's family members. Federal laws managed by the IRS and Department of Labor, have established rules that govern 401k retirement plans.

CeleraPro is unusual among small businesses in providing a 401k (which is better than the typical IRA provided by most small businesses). As a result, there are regulations that must be followed that require CeleraPro staff to have a minimum contribution to their 401k. CeleraPro chose to provide a 401k to its employees rather than an IRA because a 401k provides employees with better options.

The 401k funds are maintained and recorded by VOYA with Ascensus as our plan administrator. If you have questions or something does not seem to be working correctly, you can contact VOYA at 866-865-2660. VOYA representatives will continue to be available to respond to staff needs.

## Health and Welfare (H&W)

Business Benefits Group (BBG) handles our health and welfare accounts for medical, vision, and dental. If you have any questions, you can reach BBG at (703) 385-7200. Premiums for the employee are paid through CeleraPro provided H&W funds. After the employee's medical premiums are paid, the next \$50 of H&W funds must be allocated to the employee's 401k. Any remaining H&W funds may be allocated to employee family benefits. If these benefit premiums exceed the H&W funds, the remaining premium is paid through employee payroll deduction.

## Telework

The CeleraPro Telework Policy is Temporarily modified during the Corona Virus Isolation/Lockdown Period. This is a reminder that telework is not a normal approved action for the team. The current situation has been directed by the government until further notice. During this important time, special guidance on telework has been coordinated by each GTM. Normally, telework is only permitted for special circumstances and only after coordination with the COR and GTMs and prior approval from Chuck and/or Dr. Perini. Please keep management aware of any questions, requests, or expectations by your GSA management. It is important that you be online for your support to the GTM. Some contractors (not CeleraPro) continue to abuse the telework policy. We want to make sure CeleraPro staff are fully apprised of the company policy. CeleraPro Telework policy is as follows:

- If the client approves telework for a day, you still need to get CeleraPro management approval. Do not assume telework unless management has given approval.
  - CeleraPro's contract requires that staff work on-site at the customer location
- Telework is an exception and is not approved without a substantive reason (e.g. sick child)
- Telework must be approved in advance
  - Telework is permitted during inclement weather following OPM closure guidelines
  - (only if the employee has a laptop and can work remotely)
  - If approved, telework is permitted one day at a time with program manager and COR approval in advance
  - Staff that do not report to work at the customer site and attempt to use unapproved telework will be charged vacation time

## CPARS Assessment

As a reminder, the Contractor Performance Assessment Report System (CPARS) has been put in place for the government to grade team performance. The entire staff is doing very well against the CPARS assessment of our performance. We have received our initial assessment and the quality and effort of the team have received high marks. The items that they grade include reporting, staff recruitment, staff performance, staff availability (including sick leave, vacation, etc.) and work performance. Please continue to focus on excellence in all efforts.

## SOP Development

We continue to refine and develop the Standard Operating Procedures (SOPs) for all staff functions. We are reviewing the material that you have provided us over the past several months. It is important that we get these documents in place with the client so that both sides understand the demands on each staff member. We are currently reviewing the submitted SOPs and will be providing additional guidance for the documentation soon. Several staff have already been requested to provide updates on their specific documentation. We want to make sure of the guidance and expectations of each position, so these SOPs will be important as we move forward and bring new staff onboard. The information will provide each staff member an overview of their role and expectations. The SOPs will be continually updated as each of your roles and your GTMs expectations change.

## Payroll

**IMPORTANT:** Remember that the payroll can only run on-time when all time sheets are submitted. You can submit your time sheet on Friday early in the day to ensure that we have the information. For access to paystubs, use the

link provided in the “Workforce” email or contact Intuit for help logging in at (800) 446-8848 (CeleraPro is connected to QuickBooks payroll}. Reminder that timecard submittal is on the 15<sup>th</sup> and last day of the month, while actual paydays are on the 7<sup>th</sup> and 22<sup>nd</sup>.

## LWOP Guidance

This is the ongoing reminder that LWOP is only available through prior approval from myself and/or Dr. Perini. If you use LWOP, you may need to pay a portion of the health plan premium out of pocket to make up for the lost wages. Important note: LWOP can only be used after sick leave and vacation options have been exhausted.

## Disparity in Pay Stubs/Vacation

This continues to be a question and concern with our staff. It is important that everyone understands the new process for vacation accumulation process that started in January 2020. Rather than receiving your full amount of vacation on your anniversary date, CeleraPro made the unique decision to allow accrual over a 10-month period from January through October. This allows staff to have all their vacation just in time for holiday season. Based to your number of anniversary years, you will accumulate 4, 6, or 8

hours of vacation each pay period (see the table above). Unfortunately, QuickBooks software only allows accumulation over 12 months, so the

Years of Service	Vacation hours/pay period
<1 year	4.00
1-4 yrs	4.00
5-14 yrs	6.00
15+ yrs	8.00

number of hours shown on you pay stub will be less than the hours you have available (by a small amount). The ongoing 10-month accumulation is easy to track. Just multiply the

number of the pay period (April 7<sup>th</sup> will be pay period #6), multiply by your rate from the table above, and subtract the number of hours already taken.

## Vacation, Sick Leave, & Emergency

Again, a reminder that requests for vacation and sick leave need to occur as soon as possible. As demonstrated already on the team, backup coverage is a constant impact. We have updated the guidance per service centers. Everyone needs to be aware of the expectations concerning time away from the office. Requests for vacation time of 3 days or less must be made 30 days in advance. Requests for vacation time of 4 days or more must be made 60 day in advance. Additionally, if you have extended sick leave that you know in advance of more than 2 days, please coordinate in advance with the Program Manager and Atosha. Make sure your GTM is in the loop and has let us know whether they need support.

## If You Are Moving

If you are moving or planning a move, CeleraPro needs to know when and where. We have a standing requirement for a percentage of staff to live within a HUBZone. Due to this requirement, you must inform us of your new address 60 days in advance of a move.

The Small Business Administration has updated its policies regarding HUBZone residence as of January 2020. The new rule is that as long as the employee has lived in a HUBZone for six months prior to joining CeleraPro, and as long as they reside in a HUBZone for six months after being hired, the employee can thereafter be considered as a HUBZone resident. This agreement lasts as long as they are employed by CeleraPro even if they move out of the HUBZone. Please keep us aware of any moves

and be sure to let us know where you are moving well in advance of the change, so we can recruit another HUBZone resident if necessary. If you do not keep us aware of changes, it could have an impact on CeleraPro's certification and your continued employment.

## Private Company Information

Be smart and keep internal CeleraPro information away from the workplace. Speaking negatively about CeleraPro, its policies, or about other company staff members should not occur at any time, especially within the workplace. We are a team and expect everyone to be proactive and mutually supportive of team efforts. If you have any issues or concerns, please address them to Chuck, Atosha, or Dr. Perini and we will respond rapidly.

## Employee Handbook

As mentioned earlier, CeleraPro is constantly updating and refining the content of the Employee Handbook. It is important that you keep that document available for your reference. **The latest SCA staff version is rev 6.5 and the latest management version is rev 1.2.** If you have not received the latest version, let us know. Please make sure to submit the signed form to show you have received and understand the guidance in the workbook. This document contains guidance and policy requirements from CeleraPro.

## Three-Day Coverage Guidance

The contract permits you to be absent for up to three days without coverage for your position is required. After this period, unless your GTM specifically states otherwise, CeleraPro will provide a fill-in from within the CeleraPro GSA staff. The focus on back up coverage will be around the service centers. Make sure you know which staff members are on your service

center teams. Everyone on the team needs to be available to help other staff with back-up when necessary. Our approach will be consistent with the agreements across these service centers and in agreement with the OFM management and COR. Please give as much notice as possible for all absences. CeleraPro needs to provide the GTMs with the best coverage possible. Every team member is expected to provide back up support when needed.

## Primary/Back-up Matrix

We continually update back-up roles and commitments based on service center changes and on new staff joining our team. Most of you are already aware of this process. If we need help outside your service center, make every effort to help. All staff are busy, but we are required to help support operational needs at other sites. Our focus currently is on back-up coverage only one day at a time. This would nominally occur on a Tuesday and Thursday. This results in minimal impact to your current position, but still gives required back-up coverage for your teammate. That will not always occur, but we will continue to focus on the direction.

## \*Additional Personal Information Supporting COVID-19 Study\*

Please go to: <https://foldingathome.org/> and download the app. It is safe to run on your computer (see security discussion below). Enter your name, and **Team number 265787**. Once you get to the Folding@home.com website, click on "Start Folding" and allow the app to be installed on your computer. Once the app is running click on Change Identity and enter your name and Team number 265787, which is CeleraPro. Also, select Covid-19 under the "I

support research fighting". It feels good for us as a team to be supporting the research to find a cure for this deadly virus. The term "folding" refers to the process of gathering protein and the movements of proteins implicated in a variety of diseases. The project seeks to simulate protein dynamics by bringing together citizen scientists who volunteer to run simulations of protein dynamics on their personal computers. Insights from this data are helping scientists to better understand biology and provide new opportunities for developing therapeutics.