



March 16, 2020

Dear Fellow Employee,

I often communicate to you the many positives about our organization. Today is no different. We are a high quality health care system that has navigated very well over the years in a turbulent health care environment. You and your co-workers have made our success possible and I thank you for that.

We are now faced with a Global Pandemic which no doubt will challenge us significantly over the coming months. It is important that we keep the lines of communication open during this pandemic, so that each of you is aware of our preparation plans designed to meet the health care needs of our community members while at the same time, protecting them and each of you from illness.

Please note the following:

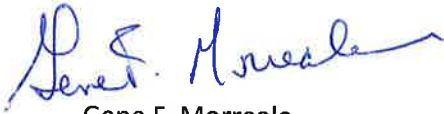
1. Your organization's leadership team is in constant contact with Federal and State Departments who are providing us with up to date guidelines and approaches we must take to respond to this pandemic. We are actively implementing those as each is made known to us.
2. We have implemented visitor restrictions among all of our services that we believe will help us to continue to meet the health care needs of our community members and at the same time, provide protection from the spread of the virus.
3. We have asked managers to identify staff whose duties will allow them to work from home and begin that ASAP. If you are designated as a work from home employee, you will receive communication from your manager regarding any changes made in this approach.
4. The majority of our employees cannot work from home. I ask that you please follow governmental guidelines on self-isolation, as you need to protect yourself from this virus so that you can be here as a contributing and valuable member of our health care team. We will not be able to function without you which will not help in our current national crisis.
5. As of today, we have not cancelled elective surgeries or related care. That may change as we are dependent on Personal Protective Equipment. A shortage in any of those items will be cause for the restriction of elective care. We are evaluating this each day and will respond appropriately.
6. As you know, the flu is still prevalent in our region. As a result, facial masks are to be worn by staff who have declined the flu vaccine. I strongly encourage you to rethink this decision. During this crisis, masks are in short supply and not using them for this purpose is an area we can conserve our supply.

7. All supplies need to be used appropriately with the goal of conserving them for ongoing use. Think about how you are using cleaning items. If we do not use with the goal of conserving these valuable items, we will be faced with the issue of not having adequate supplies. This includes masks, gowns, cavi-wipes, alcohol hand sanitizers. We do have adequate supply of soap and water which we encourage you to use frequently.
8. The question of paid sick time for those who are ill or who are quarantined has been raised. Currently the employee will use his/her paid days off. This is an area we will continue to monitor as guidance becomes available from the Federal and State Governments. I realize this is a significant issue and we will do all we can to provide a fair and equitable approach.
9. Every health care worker must self-monitor. This includes temperature monitoring as well as reporting signs of respiratory illness. You can help yourself and your co-workers by following self-isolation as requested by our Government.

We will be receiving additional information throughout the day and we will respond as needed. Additional information will be provided to you throughout this pandemic.

I will close by saying thank you for coming to work and fulfilling your duty to our organization and those we serve. Without you, we will fail in our mission of care. I hope and pray you and your loved ones stay well.

Sincerely,

A handwritten signature in blue ink that reads "Gene F. Morreale". The signature is written in a cursive style with a long, sweeping tail on the "e" at the end.

Gene F. Morreale
President and CEO