



March 30, 2020

Dear Fellow Employee,

It looks like we are in this war for at least another month or two. Although our current volume of COVID-19 positive inpatients remains low, according to Federal and State spokespersons, we have not reached the high point yet of infections.

As of noon today, we have 1 COVID-19 positive inpatient, 1 more positive outpatient result for a total of 17 and have received 13 negatives with 24 pending results. Today, we have tested 13 through our hospital front circle testing program.

Please note the following updates:

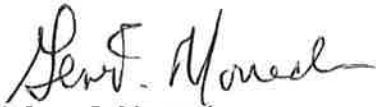
1. PPE inventory is our Achilles heel at this time. Voluntary efforts to conserve have not been successful. As a result, we will be reducing “easy” access to PPE and tightening as best we can, when distributed. The goal here is not to save money. The goal is to ensure we are using this PPE effectively and appropriately throughout our organization so that we do not burn through our inventory leaving us without the protective equipment needed for our providers and staff. Please follow the user guidelines and be part of this important conversation program.
2. Revised, clearer masking guidelines will soon be issued for our outpatient practices. This will come from the Infection Control Office later today. The goal remains to ensure appropriate protection of our staff and patients while preserving PPE to the best of our ability.
3. Symptom checks must occur each day for all medical staff and organizational employees. If you have positive symptoms, ensure you are masked and that you sign out from work. In addition, contact the Infection Control Office for guidance.
4. Hand-made cloth masks have been received from many individuals. They are checked by our staff and if appropriate, laundered and distributed. Those approved masks will be given to those who do not have patient contact, saving the regular masks for those who do.
5. Immediate crisis counseling to staff, family members affected by the Coronavirus pandemic is available on the disaster distress hotline, 1-800-985-5990. You can also text TalkWithUs to 66746. The helpline connects callers to trained and caring professionals.
6. I am continuing to work with leadership and managers to find ways to reduce our expenses so that we can afford to continue this fight. We are implementing the Voluntary Furlough Program effective this Wednesday, the 20% salary reduction program for senior leadership, management and contracted providers effective immediately as well as an involuntary furlough program effective this Friday. If impacted by any of these programs, you will receive notification.

7. I am recommending that all employees wear comfortable clothing to work that can be readily laundered after the work day. Suits and more formal attire are not recommended. No jeans at this time please.

I understand how difficult this whole ordeal is to our providers, workforce and community members. I ask that you recognize that we are doing all possible at this time to balance the needs of those we serve and those of you who are asked to place their health in danger. Without your continued trust and support, we will not be able to face this terrible crisis and care for those who depend on us.

Thank you so very much for your dedication and caring.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gene F. Morreale".

Gene F. Morreale
President and CEO