

Celia Flye

From: Carrie Moore
Sent: Friday, March 13, 2020 5:08 PM
To: All PLCNTU Employees
Subject: Message from Dr. Laurence Jackson
Attachments: Draft Communicable Disease Prevention and Emergency Response Policy.pdf

Dear PLC Staff,

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage practices protecting the health of employees, those we serve, visitors or others. We also want to ensure the continuity of operations balanced with our need to respond to this pandemic.

Instruction to frequently and thoroughly hand wash, avoid touching your face, cover your face when you cough or sneeze, frequently clean surfaces, and to stay home when you're sick have been widely communicated by PLC and by many other means. We ask that you remain diligent in these efforts.

As you likely know, the decision to close schools, services, and events have been made on a state-by-state or even county-by-county level. Because we operate across various jurisdictions and hold contracts with both state and local entities, this is an important factor to recognize. Region-by-region, we are collaborating closely with our various grant partners to design a plan that best suits the needs of PLC, the grant partner, and of course the families we serve. Each office, therefore, will develop and implement its own temporary operations plan during this period.

As I prepare to send this email, I have just learned that President Trump has declared a national state of emergency. Indeed, this is a fluid situation. But PLC management is currently working on a temporary telework policy in response to this swiftly moving virus. Because employee safety is a priority, we want to implement a measure intended to further minimize risk to PLC staff. To this end, management expects to announce temporary, regional telework policies by close of business, Tuesday, March 17.

Of course, it is critical that employees do not report to work if they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees who report to work ill will be sent home in accordance with these health guidelines. Please click here to view PLC's (Draft) [Communicable Disease Policy](#), which is also attached.

Again, as this situation develops, feedback from our service partners will help inform our decisions, and we will follow guidance provided by federal, state and local authorities. For your convenience, we have provided resources and will post changes and updates relating to PLC's response to the current pandemic at ProgressivLifeCenter.org/update. Should you have remaining questions, please contact the human resources department.

Be well,

Dr. Jackson