

Memo

To: Furloughed Employees and Employees Experiencing Reduced Hours

From: Rachel Smith, Vice President, People and Culture

Date: April 5, 2020

Re: Important Employee Information During COVID-19 Pandemic

With the utmost care and consideration, Evangelical Community Hospital activated its pandemic staffing plan on March 22, 2020, instituting a short-term furlough of employees in non-critical positions and reducing hours for essential employees in roles impacted by decreases in patient volume and overall workload. Due to evolving operational needs, it is possible that additional furloughs or hours reductions will continue over the coming weeks.

With no clear indication of when Hospital operations will return to pre-pandemic activity, employees have many questions about compensation, benefits, unemployment compensation, and other resources as they navigate through these challenging times.

People and Culture has developed a series of resources to answer many of the frequently asked questions. Attached to this memo are the following resources:

- COVID-19 Employment Guide for Non-Essential Employees
- COVID-19 Employment Guide for Essential Employees with Reduced Hours
- Unemployment Frequently Asked Questions (FAQs) and Filing Instructions
- Instructions for Accessing Important Employee Information from Home

People and Culture continues to provide limited on-site and remote services. Please direct any additional questions via email to HumanResources@evanhospital.com or a detailed voicemail message by calling 570-522-2595.

Please know that the focus of the Executive Operating Team (EOT) is on how best to care for the safety and well-being of all of our employees, whether on-site, working remotely, or waiting to be recalled to work, while stabilizing the Hospital for the future.