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## INTEROFFICE MEMO #3521

To: All W&F, A4 Access and COP Employees  
From: A.J. Filippis, Steve Filippis, and Ralph Hooper  
Date: March 19, 2020  
RE: Corona Virus – Policy and Work Schedule Changes

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The owners and leadership team of W&F and COP are taking the Covid-19 Virus very seriously and wanted to let our employees and patients know that we are taking all the necessary steps to protect the wellbeing of our employees and patients.

We have decided to remain open but will be reducing our hours **in Michigan** to limit exposure for our employees and customers, along with other policy changes that are being announced daily by Shannon Latulippe on behalf of the leadership team.

Every morning the Corona Virus Task Force (CVTF) meets and discusses the most current information posted from the CDC, as well as our state and local governmental agencies. We also review the issues from the previous day, then make a daily announcement regarding those issues or policy changes.

We are aware that we have some employees that could be at higher risk for the virus and are implementing policies allowing our staff that are at risk, some alternatives to coming into work.

We continue to support the Governors direction, that we are part of the healthcare services needed in our community. We take this responsibility very seriously and understand that our patients count on us to take care of their medical needs and emergencies. All patients and referrals will view our services differently, but to our patients who are suffering from a back injury or car accident, need a repair to their prosthesis, or want their child seen because of a recent medical diagnosis, it is our responsibility to take those concerns seriously.

Everyone is aware that the current environment will affect W&F, A4 & COP on the economic side as well. We hope to ease employees concerns that our financial strength and ability to weather this storm is strong. Although more policies and announcements will be coming, sometimes daily, we want to reinforce that we are focused on our employees and patients' health and wellbeing. We know we will not make everyone happy with some of our policies and work schedule changes. We are making decisions based upon all the information available from our Federal and State authorities and what we feel is in the best interest of everyone involved (patients, employees and the company as a whole).

We want to thank everyone for their hard work and dedication. We, the owners and the leadership team, are appreciative of everything you do for our patients and W&F and COP.

