
INTEROFFICE MEMO #3526

To: All W&F and A4 Access
From: Administration
Date: March 23, 2020
RE: Coronavirus Update – Essential Business Travel

Today is the first day of a new world for Michigan residents. It is times like this we need to dig deep and keep an eye out for one another. We want to thank you again for the dedication and support you have continued to provide. As we adjust to the Executive Order that went into effect last night at midnight we need to be aware of two topics:

The first is a reminder that if you are not feeling well, for the safety of our staff and our patients, you are reminded to stay home from work. When you are sick or have flu like symptoms, stay home, get plenty of rest and check with a health care provider as needed. The CDC states that if you are ill you should try to distance yourself from others, so you do not spread your germs.

Second, since we are considered an “Essential Business” during the Governors Executive 2020-21 Stay at Home Order, there is a mandate you must have written permission to travel to and from work. Your Direct Manager will get this document to you today. It is important you keep this with you while traveling and you do not abuse the use of it. This should be used for Wright & Filippis business purposes only.

We continue to follow new state, county and federal guidelines as they have been changing frequently. Part of our due diligence is completing a proper evaluation and inquiry on the rules and policies that are being mandated. As part of this discovery step we have also been consulting our legal counsel for direction and confirmation of our next steps.

