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## INTEROFFICE MEMO #3531

To: All W&F and A4 Access  
From: Administration  
Date: March 31, 2020  
RE: Coronavirus Update – March 31, 2020

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At this time Wright & Filippis is making business decisions that is best for both our patients and our staff. We are looking at any and all options available that the Federal and State have provided to us. Some we qualify for and others we do not. We are making decisions on a day by day basis and department by department.

We have a team of people breaking down all pieces of the programs and acts, looking to see what our options are. All the specific “rules” have not been issued yet, so we are unable to determine what we qualify for at this time. Please be assured this is our main focus to help navigate the path with our employees.

As we continue to move forward with our Screening of Employees Policy please remember and enforce the following to assure we are not allowing ill staff to report to work and reduce the potential to spread germs:

- It must be completed daily for every employee, no exceptions
- If you have a fever, cough, shortness of breath, sore throat or diarrhea you are not allowed to work
  - If you have any of the above symptoms you cannot report to work, in addition you must be out a minimum of 7 days from the onset of the symptom
  - You must be fever free for 3 business days

