
INTEROFFICE MEMO #3534

To: All W&F and A4 Access
From: Administration
Date: April 2, 2020
RE: Coronavirus Update – CARES Act

Thank you to all of our team members that have shown true dedication to our customers and each other during this difficult time. Your daily attention to ensuring our facilities remain a safe place to work by enhanced cleaning and social distancing efforts is appreciated. We understand that these last several weeks have been like no other time we have lived through. Please know we recognize each and every one of you and our thoughts are with you and your families as this crisis continues.

Reduced Facility hours:

- Effective Monday, April 6th our RIM facility will be adjusting their hours to follow the 10am- 4pm schedule

Patient Care:

- Effective immediately we will be adding an additional screening question to any patients that are calling to schedule an appointment or arrive in the facility to be seen. The questions are listed below. If they answer YES to any of these questions they will be required to reschedule.
 - Question 1: Have you traveled outside of the United States recently?
 - Question 2: Have you been exposed to a person with a confirmed case of COVID-19 or someone who has been required to self-quarantine?
 - Question 3: Does the patient have any of the following symptoms: fever, cough, shortness of breath, sore throat, or diarrhea?

Sharon Myatt and David Vick have been working diligently with our banks both in Michigan & S. Carolina to determine what type of financial programs and loans W&F & COP are eligible for, which will benefit both companies and the employees. This includes those who are working in the offices and facilities each day, working from home, as well as those who are on a Voluntary Leave of Absence or a Furlough. The details of the CARES Act (Coronavirus Aid, Relief, and Economic Security) finally came out Monday night. Sharon and David have been reviewing the many options available to companies like ours, this is currently our main focus.

The CARES Act is made up of MANY different options, so it takes time to determine what we may qualify for, and how it benefits our employees. We are feeling positive that W&F/ A4, as well as COP, all qualify for a specific component of the CARES Act. The window to apply for any option found within the CARES Act opens tomorrow (Friday). We are finalizing our application today, and plan to be “first in line” tomorrow morning with our application. We are being told it will take approx. a week before we hear if we are approved.

Although this looks like a possibility, we do not want anyone to assume we will automatically get the loan or be approved. When we have more information regarding this program, we will share the information. In the meantime, we will continue to operate W&F and COP based upon the information we have today, and every day over the past few weeks.

