
INTEROFFICE MEMO #3541

To: All W&F and A4 Access
From: Administration
Date: April 22, 2020
RE: Coronavirus – CDC Guidelines and Other Business Updates

As days go by we are continually adjusting to “our new normal” in the way we are living our lives both at work and in our homes during this COVID-19 pandemic. Our Task Force team continues to meet multiple times weekly to discuss and address any issues that have presented with our company, review any new information from the state and federal governments and stay updated on changes in CDC recommendations.

Recently the CDC has come out with new recommendations in relation to COVID-19 exposure, quarantines and employee safety measures. As a result we have converted our Employee Screening Policy to an overall **Wright & Filippis COVID-19 Safety Plan** which incorporates several of our corporate messages and CDC guidelines into one working document. What is important for all employees to understand is that these situations are all very complex and no two situations present the same. We review each case individually and with a systematic approach following these guidelines. Attachments include our COVID-19 Safety Plan as well as the CDC’s risk assessment chart that is used by the Task Force Team.

Effective Wednesday April 22nd our Madison Heights Pediatric Center is back open to see patients as well as our Central Fabrication Facility to receive orthotic CFAB jobs. Central Fab can begin taking prosthetic jobs on May 4th.

WF has also secured COVID-19 testing approval for our “essential employees” currently working within the City of Detroit based on an announcement from the Mayor. We are currently working to secure testing for all employees and will have additional information forthcoming. Unfortunately, this is another example where there is an announcement within the press however several of the testing facilities we have contacted are not ready to test for the essential workers.

We continue to appreciate your dedication, professionalism and sacrifice to service our patients and support each other.

