

## INTEROFFICE MEMO #3545

To: W&F Employees  
From: Administration  
Date: May 11, 2020  
RE: Coronavirus Update – Change in facility hours

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As our state and other areas in the country are lifting restrictions, we must remain vigilant in our attention to maintaining social distances, wearing masks and our cleaning protocols to continue to protect our patients as well as ourselves. We cannot risk getting too comfortable to the threat that is still present in our world today.

Wright & Filippis team members have done a great job adhering to the orders and putting steps in place to continue to reduce the spread of germs in our facilities. Your persistence has helped lead to a comfort for patients to visit our locations which has increased our patient appointment volumes and the opportunity for patients to receive our essential services.

Effective Monday May 18<sup>th</sup> we will be increasing our facility hours to 9 am to 5 pm. This will further able us to accommodate our patient's needs. During these new adjusted hours the state mandatory half hour lunch period for those working in the facility will continue to be reimbursed to complete the 8 hour a day 40 hour a week schedule. We must continue to

- Screen all employees and patients by following the COVID- 19 Wright & Filippis Safety policy
- Clean all exam rooms between each patient and continue to clean the common areas frequently

