

Memo

To: All Direct Care Supervisors and Directors, including QI

From: Errin Sullivan Vice President, Human Resources

Date: March 15, 2020

Re: Business Continuity Plan

Due to the current COVID-19 outbreak, many employees are inquiring about the option to work from home, due to lack of child care, work reductions, and office closures. We are considering these possibilities based on position. We are making exceptions to policy to help with the continuation of business, and the circumstances that our employees are facing with closures of schools and businesses.

Essential personnel are all **Direct Care Employees, Supervisors, Directors, QIDP, clinical and quality assurance and maintenance personnel**. Essential personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Supervisors, Directors, QIDP, clinical, quality assurance and maintenance personnel are allowed to work outside the office setting based on personal needs, assuming access via smart phone, tablets, and laptop connectivity. Please determine with your Supervisor a flexible work schedule that still enables you to complete the essential functions of your job, including home visits and office work requirements. Our policy of no kids in the workplace still stands during this time, we need to limit visitors to prevent the spread of COVID-19

These arrangements are expected to be short term, and we will continue to monitor guidance from health officials and the need for these temporary work arrangements. Employees should not assume any predetermined period of time, and we may require employees to return to regular, in-office work at any time.

Regards,

Errin Sullivan

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