

This is a remarkable time unlike any other we have experienced. The concerns about Covid-19 and the amount of resources required to effect a beneficial response is a little overwhelming. I want to thank each of you for the care you are delivering to our patients, for the help you are providing to our partner hospitals and post-acute centers, and for the level of dedication you are showing to the practice of medicine. It is really a credit to the character of each and every one of you.

In partnership with our sites and in accordance with state/federal guidance we must make some immediate changes to our personnel policies. We will re-evaluate these every two weeks. As you can imagine, the situation may develop necessitating further changes to these personnel policies. In an effort to be communicative and transparent during this time, please be advised of the following:

1. **Travel Restrictions:** Travel outside of your home state is prohibited until further notice.
2. **PTO:** We ask that you assess any scheduled PTO and reevaluate in light of the pandemic. No future PTO requests will be accepted at this time.
 - a. Please email your Lead regarding any PTO that has already been approved.
 - b. CME requiring travel or missed shifts is not allowed.
3. **Changes at Corporate:**
 - a. Effective today and for at least 2 weeks, the staff at corporate staff will rotate between working from home and in-office. Communication lines and work flows have been developed and tested and this change should NOT impact the type, level, or promptness of support and services you receive from corporate headquarters.
 - b. All future PTO for corporate staff is prohibited.
 - c. All travel outside of home state is prohibited.

We are still evaluating the requirement for our program coordinators at Fauquier, Marquette, Pennsylvania, and Meritus to work in the hospitals. Ensley and Hung will be addressing this with the program coordinators, the billing department, the leads at each site.

An All Adfinitas Town Hall is scheduled for Thursday, March 19th at noon and again at 4:00 p.m. Dial-in instructions will be forthcoming. Please forward any questions or concerns you may have to Karen Walsh (kwalsh@adfinitashealth.com) so that we can address them on the town hall phone call.

We fully recognize that our jobs at corporate enable you, our providers, to work on the front lines each day. We know that you are now (and will be for the foreseeable future) being asked to go above and beyond and we are committed to doing everything in to our power to support and assist you. It is in times like these that you see what people are made of - we all have to pull together and support both our personal families and our Adfinitas family. Corporate is here for you. If you experience any difficulties, please feel free to reach out. Again – thank you for all that you are doing. It is really incredible to see.

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