

Dear Adfinitas Colleagues:

As we continue to work in partnership with our hospitals and post-acute sites on responding to Covid-19 both in terms of the patients we treat and your role as a front line health care providers, we will be providing you periodic updates such as this one. Our goal remains to protect the safety of all employees, staff, patients, and visitors.

You should also expect outreach and communication from Human Resources and Corporate Operations as deemed necessary.

INTERNATIONAL TRAVEL:

We are beginning to receive formalized direction from some of our partners governing travel and return to work. One such partner is UMMS and at this time, we are adopting similar travel protocols:

1. Any Adfinitas personnel considering travel outside of the United States should strongly consider deferring such travel at this time;
2. All Adfinitas personnel committed to international travel should review updated travel restrictions being enforced (see CDC website) in many countries due to COVID-19. Please note that the U.S. Government could close the borders partially or wholly at any time. All travelers should factor the uncertainty into their travel planning;
3. Any employee returning to the United States must report the following before being approved to return to work:
 - Travel locations outside of the United States;
 - Dates of travel, and
 - Whether (and when) they came into contact with anyone who has been diagnosed with Covid-19 or showed clinical symptoms of the virus;
4. Adfinitas personnel already present in a CDC Risk Assessment Level 3 country, or who are in a country that becomes Risk Assessment Level 3 while they are there, are required to:
 - Contact their lead to discuss when and how to leave the international site, depending on the circumstances;
 - Contact the Human Resources Office to inform them of the same, and
 - Anticipate a self-quarantine for up to 14 days upon arrival in the U.S.

Note: In the event your hospital or post-acute location has more stringent guidelines/protocols in place, you must adhere to them and should relay any such directives to Corporate Operations and the Human Resources Department.

PAID TIME OFF:

The Company is immediately implementing a temporary PTO advancement program. The parameters are as follows:

- Applies to: All full-time and part-time W2 staff, including staff who do not currently accrue PTO. It does not apply to PRN or 1099 staff. This program will not be available to any Adfinitas personnel who traveled outside of the US beginning 3.11.2020.
- Allowable usage: Applicable staff may take up to 3 days of company-paid PTO related to your own Covid-19 illness (including required quarantine of suspected Covid-19) or that of a family member for whom you are required to provide care.
- Conditions precedent to usage: For staff that accrue PTO, exhaustion of existing PTO is required prior to utilizing any of the 3 day advance.
- Repayment: Upon your return to work, the Company will deduct 1 day per full pay period worked until the full amount of the advance is recouped. Please be advised that in the event your employment ends for any reason, any outstanding balance will be deducted from your remaining pay, expense, or productivity check(s).

CONTINUED COMPLIANCE:

These should serve as reminders:

- Wash your hands with soap and water often and for at least 20 seconds;
- Use alcohol-based hand sanitizer as a supplement;
- Use the Lysol or Clorox wipes to keep your workspace clean and relatively germ-free, and
- If you have symptoms of acute respiratory illness, a fever of 100.4 degrees or higher, you should remain at home. You should be fever-free for 24-hours without the use of medication before returning to work.

HUMAN RESOURCES CONTACT:

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