



March 24, 2020

RE: COVID-19 Update

Dear Valued Employees,

LifeWays Community Mental Health is taking this opportunity to reach out to you regarding our operations during this pandemic situation.

As many of you are aware, Governor Whitmer issued Executive Order 2020-21 on March 23, 2020 ("EO 2020-21"). EO 2020-21 mandates that non-essential businesses cease certain operations until April 13, 2020. However, the LifeWays fits within the health care and public health exceptions to EO 2020-21 and we continue to operate in order to protect the health and wellbeing of our community.

Although we have had some employees out sick with symptoms consistent with COVID-19, there have been no confirmed cases. We understand that some employees are under medical supervision and/or have been tested for COVID-19; however, we are unaware of any positive results at this time. In light of this and the growing number of COVID-19 cases in Michigan, we want to assure you that the health and safety of our employees and patients continues to be our main priority.

Accordingly, we are augmenting our sanitation procedures in order to provide more frequent and thorough cleaning and sanitation of the building and workplaces. We ask that you also increase your sanitation vigilance and that you continue to abide by strict and rigorous hand-washing procedures, workstation sanitation, and proper cough and sneeze protocols. We also ask that when feasible, employees practice responsible social distancing procedures. For more information regarding personal sanitation practices, please see <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>.

We are closely following state and federal developments concerning COVID-19 and will continue to update you as new information becomes available. Should you have any questions or concerns, please do not hesitate to contact the Human Resources Department.

Now more than ever, we thank you for your important service as we continue to work to protect public health and safety.

Sincerely,

Donald Wood

Donald Wood,
Executive Director, Human Resources
LifeWays Community Mental Health