



## **COVID-19 Workforce Response Policy**

March 20, 2020

Given the unprecedented circumstances surrounding the COVID-19 pandemic, Envision Radiology is taking the following steps to ensure, to the greatest extent possible, the safety and wellbeing of our patients, staff, and the communities that we serve.

Effective immediately, we will begin to consolidate the number of open centers to “critical access” locations. These locations will be determined based on geographic location, equipment, availability of trained staff, demand for services, government orders and in support of our hospitals, population health and our community.

### **On-Site Clinical and Administrative Staff**

Envision Leadership will be soliciting volunteers from each region to ensure we have appropriate coverage of clinical and administrative staff for in-person center coverage. From this group of volunteers, leadership will assign “active” employees as needed and will determine their schedules and locations. First consideration for active status will be given to those currently working at the critical access locations. Inactive employees will be those not selected for active employee status and who are not engaged daily in direct support of activities at the center. Active status employees will be compensated at 100% of their pay. Inactive employees will be determined by Envision leadership and appropriately notified. Inactive employees will include full-time and regular part-time employees working a minimum of 10 hours per week on average and will be compensated at 65% of their base wage and regularly scheduled hours. An average of the last 8 weeks’ hours will be used to determine pay for regular part-time employees.

Those that volunteer for active status will be the first employees eligible for full-time work once we are through this pandemic and as demand requires.

Employees in active status will be required to meet the following expectations:

- Immediately notify leadership if they exhibit symptoms of an upper respiratory infection, specifically, fever greater than 100.4F and other symptoms related to COVID-19 as soon as possible.
- Immediately notify leadership if they have tested positive for COVID-19 (even if asymptomatic) or are living with someone that has been confirmed to have COVID-19.

Failure to meet the above expectations for active employees may result in the employee being placed in inactive status until reappointed to active status by leadership.



If an active employee becomes sick, they will be eligible for up to two weeks of sick pay at 100% of their base compensation, will be placed on inactive status at the end of the two weeks, and will be eligible to return to active status as demand requires.

### **Remote Center Support Staff**

Envision leadership will assign remote center support staff to active status based upon seniority and where their duties are typically performed, to ensure we are able to meet the needs of our open centers and operations. Those selected for active status will be compensated at 100% of base compensation for hours worked. Employees not selected for active status will be considered inactive employees and will be compensated at 65% of base compensation for hours normally worked.

### **Corporate, Marketing and Centralized Services Staff**

Envision leadership will assign corporate, marketing and centralized services staff to active status based upon seniority and the skill sets required by the organization. Leadership will be contacting staff individually through appropriate leadership channels to inform them of their status. Compensation will be based on the same compensation methodology as center based staff.

### **Other Considerations**

It is important that all team members understand circumstances are changing daily. Should patient demand at centers change, it is possible that the number of active staff will change as well. Additional employees may be moved to active or inactive status.

Inactive employees will be furloughed until their employment status changes. This means you will continue to be paid at 65% while inactive and you will not be expected to report to work.

The adjustments to compensation noted above will take effect for each staff member when they are placed on inactive status.

In light of these actions, the following also apply until further notice:

- Use of PTO is suspended for all personnel.
- PRN and temporary staffing should not be utilized.
- Use of overtime is prohibited unless approved by your Executive leader or regional Director.
- All hiring is suspended. Any exception to this must be approved by the CEO.
- Per labor laws, exempt employees that are inactive status are not allowed to perform any work while on furlough. This includes answering emails, taking phone calls, etc.

Our goal is to keep all employees, active or inactive, on payroll so benefits and ESOP plan participation are maintained. Our intent is to keep these compensation levels consistent for the next 30 days; however we will be continually monitoring the changes in our regions and may need to adjust them. It is recommended that inactive employees evaluate their payroll deductions and adjust withholdings as appropriate.



Many of our team members are going to experience hardships in the days to come. Compassion Bridge is a resource that is available to help in this time of need. We encourage employees to visit <https://www.envrad.com/compassion-bridge/> to apply for assistance.

We also want you to know that although executive leadership is working around the clock, we have volunteered to take significant pay cuts or receive no pay at all during the next 30 days so that we can help support cash flow to weather through the storm.

Please be encouraged that we are doing everything we can to take care of you and your families during this challenging and rapidly changing time. There will be many questions in the coming days and your area leadership are available to take the questions. It is important now more than ever that we support each other as colleagues and employee-owners.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven W. Brewer".

Steven W. Brewer, CFO