

MEMO

To: System Office Colleagues

From: Martha Murphy, SVP, System Office Chief HR Officer

Date: 11/23/2020

Re: Staying safe and healthy through the holidays

Dear System Office Colleagues,

Thank you for your continued contributions to our COVID-19 response. I hope you and your loved ones are healthy and safe.

Trinity Health continues to follow local, state and federal guidance. The Michigan Department of Health and Human Services (MDHHS) issued a [new emergency order](#), effective Nov. 18, enacting a three-week pause on certain activities to slow the rapid spread of COVID-19. Several states have implemented similar pauses, and we are all responsible for following the orders where we live.

Considering this news, I am sharing a few important safety reminders and updates.

1. Make safe decisions at home and in your community.

We are following state and federal guidance and contributing to physical distancing in our communities by working remotely, where functionally possible. **In addition to this, we are all accountable for safe living and contributing to slowing of COVID-19 at home and in our communities, too.** We should all:

- **Follow CDC safety guidance and practice self-care.** Please be diligent about wearing a face covering, maintaining physical distance, washing your hands frequently and staying home if you are ill.

2. Make wise decisions about your holiday plans and where you go.

Please continue following our [safety guidance](#) and [holiday safety guidance](#). Our good judgement is needed every day, and our communities are depending on our individual commitments. We are all responsible for following guidance from national, state and local health authorities.

As we begin the holiday season, we may be tempted to accept the risks and go places where many people are gathered or bring loved ones together for our holiday celebrations. But the data shows that these events are driving up the rising COVID-19-positive cases. Your diligence will slow it down. Now through Jan. 4, Trinity Health [virtual meeting platforms are available](#) for your personal holiday gatherings.

The MDHHS order focuses on indoor residential gatherings, limited to two households at any one time, because risk of transmission increases when we spend extended periods of time where there are many people gathered, even with physical distancing and other safety measures in place.

We are also called to make wise personal travel decisions and be mindful of the risks and responsibilities associated with our travel. Please follow this [travel-safety guidance](#) before, during and after your personal-travel trip to be safe and stay compliant with state and local executive orders.

3. You are supported.

This is an extraordinarily challenging time for everyone. Resources are available at [Trinity-Health.org/Colleague-Care](#). Remember that you and members of your households have free access to Carebridge, our Employee Assistance Partner. Help can be related to anything in your personal life; it does not need to be work related. You can contact Carebridge 24 hours a day, seven days a week at 800-437-0911 or [MyLifeResource.com](#) (use access code BKKR5 to create a personal account on your first visit).

Self-care right now is important to your well-being and resiliency through this challenging period. Please continue to prioritize getting enough sleep and taking good care of your mind, body and spirit. Reminder that your [flu shot proof is due by Nov. 30](#).

Thank you for everything you do. You are making a difference. We will get through this together.