



MEMO

To: Trinity Health Colleagues

From: Ed Hodge, Executive Vice President and Chief Human Resources Officer

Date: March 14, 2020

Re: Guidance on application of attendance and tardy policies during COVID-19 pandemic

Our attendance policies across Trinity Health appropriately vary to meet the needs of our ministries, colleagues, patients, residents, and communities.

Colleagues who are feeling sick should not come to work, unnecessarily jeopardizing their own health and safety and that of our colleague and patient population.

As a result of the COVID-19 pandemic, it is imperative that colleagues who feel sick or are experiencing extreme circumstances that cause them to be tardy or miss work should not receive attendance penalties.

Therefore, effective March 14, 2020 through April 30, 2020:

- We will temporarily pause all attendance and tardy-related penalties, including attendance and tardy-related corrective action.
- Normal call-in procedures continue to apply and must be followed.
- Human Resources and the leadership team will work together to understand and resolve any unique or extreme cases related to this temporary policy waiver.
- The attendance and tardy-related policy waiver is subject to review and change based on business needs, the progression of the COVID-19 outbreak, and the success of containment efforts nationally.

During this time of crisis, we trust that you will make wise personal decisions about the need to care for our patients and maintain our operations, together with your own health, and that of your families and co-workers.

Thank you for your service and sacrifice. Together, we will care for our patients, residents, communities, ourselves and each other during this time.