



MEMO

To: Trinity Health Colleagues

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

Date: March 23, 2020

Re: Shelter-in-place and state-of-emergency declarations guidance

Thank you for your commitment and everything you are doing to care for our patients, residents, communities and each other during this extraordinarily difficult time. Trinity Health has a critical role in our local and national COVID-19 pandemic response.

You may have read news about governmental authorities' guidance for health care workers when "shelter-in-place" and "state-of-emergency" declarations occur during this period. Today, we are sharing additional information. As the Nation comes together to slow the spread of COVID-19, on March 16, the President updated Coronavirus Guidance for America. This guidance states that:

"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule."

As applied to health care workers, those working within a hospital and/or health care delivery system, or in support of the operation of a hospital or health care delivery system are deemed critical and essential and are categorically exempt from "shelter-in-place" and "state-of-emergency" declarations.

We must continue to perform these services to ensure safe patient and resident care and fulfill our Mission. As shared in recent communications, there are certain Trinity Health functions in which working from home is possible. Colleagues in those roles are working from home so that we can contribute to social distancing efforts in our communities to slow the spread of COVID-19. **Colleagues who are currently working from home should continue working from home to contribute to social distancing efforts in our communities. This communication is intended for colleagues who are not and cannot work from home.**

For purposes of a "shelter-in-place" declaration by a governmental authority, and consistent with the guidance provided by the Department of Homeland Security, those who work at Trinity Health and perform or provide the following services are deemed to be essential and have a special responsibility to be at work and maintain a normal work schedule in support of safe and uninterrupted patient care delivery. The following chart is not inclusive of all Trinity Health job titles, and Trinity Health may, under certain circumstances, deem services or roles to be essential/non-essential based on those circumstances. Under any and all circumstances, and no matter what your job title is, **direct, hands-on caregivers and those who support care delivery are essential colleagues and must report to work.**

Direct Caregivers:	Technical, Support Services, Information Technology and Ancillary Services:
Physicians, nurses and assistants/aids; psychologists; mid-level practitioners; physician and nursing students/residents; pharmacists and pharmacy residents; dentists; physical and occupational	Clinical informatics, information technology, and workers performing cybersecurity functions and operational technology functions; engineering; clinical engineering; buildings and grounds; laboratory;

therapists and assistants; social workers; respiratory therapists; admission and discharge teams; speech pathologists and diagnostic and therapeutic technicians and technologists; pastoral care and chaplains; medical laboratory scientists and others providing or enabling the provision of COVID-19 testing services	pharmacy; imaging; food service; housekeeping; medical records; nutritionists; security; and those providing or enabling the provision of COVID-19 testing services
Ambulatory, Physician Network, Home Care, and Long-Term Care:	Supply and Supply Chain:
Colleagues performing work in the following types of facilities: ambulatory health and surgical centers; clinics; physician offices; mental health clinics; comprehensive outpatient rehabilitation; home health care; hospice; long term care; psychiatric residential; rural health clinics and Federally Qualified Health Centers; and those providing or enabling the provision of COVID-19 testing services	Logistics and warehouse operators; distributors of medical equipment; personal protective equipment (PPE); medical gases; pharmaceuticals; blood and blood products; vaccines; testing materials; laboratory supplies; cleaning; sanitizing; disinfecting or sterilization supplies; and tissue and paper towel products
Community Health and Well Being:	Administrative and Leadership:
Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals; such as those residing in shelters; those working in Federally Qualified Health Centers; and those providing or enabling the provision of COVID-19 testing services	System Office and Health Ministry leadership; employee health services; infection control; quality; human resources, marketing and communication; finance, payroll, incident management and emergency operations functions at or on behalf of healthcare entities, and workers who manage health plans, billing, and health information

Thank you for your continued commitment and for answering the call to serve our Mission during this extraordinary time. Together, we are saving lives. Thank you.