

HR Communications Regarding Coronavirus (COVID-19)



RECOVERY EFFORTS ARE UNDERWAY

Six weeks into our COVID-19 emergency activation and response, a slow-down in the rise of COVID-19 positive cases in our hospitals and in our community appears to have begun. While not a time to let our guards down, it's important to reflect on some of the positive changes Baptist Health quickly implemented over the past six weeks to keep our employees focused on what they do best – providing compassionate and quality care to the community. Some of the initiatives implemented for employees include:

- Recognizing co-workers and healthcare heroes through the PineappleProud + Strong Kindness campaign.
- Developing emotional, spiritual and financial support resources, along with wellness and self-care programs aimed at helping employees reduce stress and enhance their skills.
- Launching the [Employee Support](#) mobile site to provide easy access to available resources for employees.
- Setting up Emergency Child Care for employees' children.
- Accepting food donations from the community to recognize and support front line employees.

EMERGENCY STANDBY PAY ENDING MAY 9

Last month, we implemented the Emergency Standby Pay (ESP) program to provide salary continuation for employees awaiting redeployment, remote work access or working reduced schedules due to low volumes and closures. Fortunately, since COVID-19 cases have not surged as much as initially anticipated, we are working to gradually reopen parts of our business beginning next month using a phased approach. As such, the ESP program will be suspended, effective **May 9**. After this date, employees will be required to use PTO, HCLOA or Personal LOA. Efforts will be made to redeploy employees where possible.

As a reminder, employees are able to utilize PTO for missed hours up to negative 80 in their PTO banks. Leaders should make an effort to rotate employees returning to work to allow for continued but reduced hours where possible supplemented by PTO if a full schedule is not available. Additionally, we are continuing redeployment efforts, as needed throughout the system, in response to the pandemic.

TALENT ACQUISITION UPDATE

As we focus our efforts on economic recovery, hiring efforts will be limited to only *critical positions*. All other open positions will be closed until further notice. Leaders should utilize

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existing employees who are not working at full capacity to fill existing vacancies. As of today, we have closed more than half of the open requisitions based on decisions made by leadership. Limiting external hires will allow us to effectively redeploy staff with limited or no available work hours. Local entity labor pools will remain open for this purpose.

BUSINESS AND PERSONAL TRAVEL REMINDER

As a reminder, we are still in the midst of trying to suppress the spread of the virus in our community and therefore, are continuing our suspension of non-essential business travel for the foreseeable future. This includes booking travel for events in the summer and fall. Only travel approved by an Executive Vice President will be allowed and only for essential business.

In addition, Baptist Health strongly recommends the continued suspension of personal travel as well, for the safety of our employees, patients and the community. Any employee who travels outside of South Florida, either by air or ground transportation, will still need to contact Occupational Health at **786-596-2345** for clearance *before* returning to work at one of our facilities. Those employees may be subject to *up to 14 days* of quarantine, during which time, PTO or LOA will need to be used.

AS A REMINDER...

You can get the **latest employee information** regarding Coronavirus (COVID-19) from ***Baptist Health on the go!*** – a mobile site that can be accessed from anywhere at any time. Just type baptisthealth.net/go on your phone, computer or tablet and select the **COVID-19** tile. Boca Regional and BocaCare employees, type boca.baptisthealth.net.

Our [Employee Support](#) site is also housed on ***Baptist Health on the go!*** within the **Employee Support** tile. Here, you can find anything from emotional support and counseling to various webinars and articles to help cope with stress and uncertainty, to a listing of financial resources and community stores that are extending hours and/or offering discounts to Baptist Health employees. The site can also be easily accessed by typing employeesupport.baptisthealth.net into the browser of your phone, computer or tablet.