

## Sam Ma

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**From:** Linda Chu  
**Sent:** Friday, May 22, 2020 12:14 PM  
**To:** all@scchc.org  
**Cc:** Annie Lam; Albert Yeung; Catherine Vuky; Christina Ho; Xiangxin Chen; Cindy Lai; Dorothy Chin; Dong Huang; Dong-Xiao Yang; Freddie Li; Su Fen Wu; Gail Lee; Hang Tran; Hongxia Chen; Lin Hu; Jimmy Tsang; Jenny Lee; Janice Chung; Jun Zhang; Kathy Mei; Kwei F. Kwong; Lucy Chie; Chia Wen Lee; Lihua Huang; Linh Phung Thai; Chia Mei Lu; Maddie Hao; Kam Shing Lee; Minping Liu; Nha My Quach; Yan Qin Su; Pauline Wong; Randall McShine; Man Yee Tang; Yazhi Chen; Yanty Leung; Ying Liu; Yureng Ruan; Sherrie Zhang  
**Subject:** COVID-19 Communications To Employees

### To All Staff

South Cove Community Health Center considers the health and safety of our employees and their families our priority. With that in mind, we would like to provide you with the following information regarding the coronavirus (formally known as COVID-19). We will continue to monitor COVID-19 and will provide updates to you with changes.

### Regular/Normal Work

Effective May 26, 2020, the following departments will return to their regular, normal work hours, Monday-Friday 8:30 am to 5:00 pm. in the referral, social services, billing, administration, human resources, call center, medical records, credentialing, accounting, housekeeping and IT.

Clinical departments will be phased in.

### Return to Work

Departments that are back to their regular, normal working hours listed above and clinical departments will be phased.

### Absences

Staff who do not return to work as of May 26, 2020 and do not contact their Supervisor or Human Resources will be considered as resigned.

### Family Needs

If you have children who are impacted by a school closing (or may be impacted by one in the future) and this presents a hardship, let your supervisor know.

### Keeping the Workplace Safe

The protocol for protecting yourself and others in the workplace against COVID-19 is outlined by the Centers for Disease Control and Prevention (CDC) guidelines. These are simple everyday practices that can be used both at home and in the workplace to protect against bacteria and viruses:

- Wash your hands frequently;

- Cover your coughs and sneezes with a tissue or the inside of your elbow;
- Avoid touching your face; and
- Social distancing at least 6 feet apart.

In addition, clean personal workspace items that are frequently touched, such as your desk, computer mouse, and keyboard, with cleaning spray or wipes [indicate if sanitizers/cleaners will be available].

## Illness and Sick Leave

If you feel any signs of illness, we encourage you to stay home if your position allows. If you have a fever and cough, notify your direct supervisor and stay home until you receive medical care and recover. **We urge you to stay home and use your sick time if you do not feel well or for preventative care should you feel the need.** Speak with your supervisor if you have specific questions about telecommuting or absences so that your workload can be distributed or deadlines updated.

See our sick leave policy [reference company sick leave policy or special policy implemented temporarily].

## Personal Travel

Employees are asked to report all personal travel from and to [CDC Warning Level 3 countries, Alert Level 2 countries, etc.] to HR or other designated company representative] as soon as possible. This includes your return from any of these countries within the past 14 days and all planned future travel.

## Household Risks Related to the Workplace

If someone lives in your household who has been diagnosed with coronavirus, or has traveled to and returned from a [CDC Warning Level 3 country/identified countries of heightened risk as determined by the CDC], or who will do so in the near future, notify [HR or other designated company representative] as soon as possible.

## Potential Closures

While we do not foresee the need to close in the near future, we will communicate with all employees should things change. It is a good idea to take your laptop chargers and peripherals home with you after work so you are prepared to work from home if needed.

**Thank you for your flexibility and understanding. If you have specific questions or concerns, speak with your supervisor.**

Be safe and healthy.

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**HR Manager**

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