



Episcopal Retirement Services

March 12, 2020

## COVID-19 UPDATE

Dear Staff,

Governor DeWine announced today that all Ohio schools are closing at the end of the school day on Monday, March 16<sup>th</sup>. As a healthcare organization, we need our staff to report to work. We anticipate that some staff will become ill and won't be able to work, therefore, **it is critical that we all make plans now for child care. Employees are NOT permitted to bring children to work with them in any setting.**

- Please reach out to your network and find arrangements for your children that will no longer be in school. **If you have exhausted all of your options, please reach out to Joan Wetzel, Vice President of Human Resources for suggestions.** She can be reached at [jwetzel@erslife.org](mailto:jwetzel@erslife.org) or at 513.703.5512.
- **If you have a college student in town** that is able to babysit for other staff members, please reach out to Joan as well. She will be creating a list of babysitters to share with those that need options beyond their personal network.

**All staff who have a company issued laptop need to begin taking their laptops home each night.** Please follow our guideline on security to ensure that HIPAA and confidential information is safeguarded. Our IT staff is working on instructions for remote access should you need them.

**Staff that work in our Support Services Office will be asked to assist at our healthcare campuses.** Non-clinical duties such as staff checks, calls and emails to families, and other responsibilities will go a long way in helping our community teams. Your manager will share more with you about what you can do to assist our operations team in the days to come.

Thank you all so much for your hard work and dedication to serving our elders. I see so many examples of our values coming to life in such difficult and unprecedented circumstances. The Servant Leadership team and I recognize that many of you, especially for those of you in our communities or delivering services, are providing extraordinary effort in a uncertain climate.

Sincerely,

A handwritten signature in cursive script that reads "Laura R Lamb".

Laura Lamb  
President and CEO