

COVID-19

A message from Ballad Health Corporate
Emergency Operations Center (CEOC)



TO: Ballad Health ALL
FROM: Debbie Dover, chief human resources officer
DATE: March 11, 2020
ACTION: Please cascade to all team members

Dear team members,

Following considerable discussion, Ballad Health has decided to implement travel guidelines in response to the potential spread of COVID-19. These guidelines will be reviewed every 30 days for possible extension and are intended to protect our team members, patients and our communities.

For those planning business travel, it should be discussed with the appropriate senior leader to determine if the travel, whether it is a meeting, conference or convention, is mission critical to the organization.

For those planning personal travel outside the United States, or to states with active COVID-19 transmission, team members are asked to complete an online form before traveling, which can be found on the intranet under the quick links tab labeled "Team Member Travel Request." We also ask that team members who elect to travel understand that we will follow the Centers for Disease Control and Prevention's requirements that are in effect at the time of their return, which may require self-quarantine and not returning to work. Please note – the CBL that was released on Monday states to call Team Member Health but the web form is a process improvement that has been implemented.

If a team member is required to self-quarantine and cannot be at work, use of paid time off (PTO) will be used for this period, unless the team member gains approval to work remotely.

This is a rapidly changing environment, but we are committed to keeping you safe and informed.

Thank you for contributions to Ballad Health and the community,

Debbie Dover
Chief Human Resources Officer
Ballad Health
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