



3/19/2020

Welsh Home Team Members:

The Welsh Home is taking proactive steps to ensure employees are protected, supported and educated during the COVID-19 pandemic. As employees of The Welsh Home, you are all essential healthcare workers. In the coming weeks, we are preparing for more challenges with possible daycare closings and shelter in place orders from the Governor. With all the challenges we are facing as a society, we are implementing the following effective immediately:

- Full-time employees will receive 40 hours of PTO added to their PTO bank
- Part-time employees will receive 20 hours of PTO added to their PTO bank
- PRN employees will receive 8 hours of PTO added to their PTO bank
- We are waiving the two times a year to cash out, to help assist financially, and are allowing employees to cash out 8 hours of PTO each pay until your PTO is depleted. PTO paperwork must be submitted to HR and can only be done in 8-hour increments
- Level of points to terminate (14) has been placed on hold until further notice. Points will still be accrued and counseling for attendance is still subject to happen

As a long-term care employee, we are committed to caring for the most at-risk population during this pandemic. We need you to be healthy, but if you are not, this new plan gives employees the security to know The Welsh Home is committed to support its team members.

The Welsh Home is keeping up to date with resources and all changes in employment law for team members regarding COVID-19, and we are updating our website with these resources for employees as they become available. To access these, visit, <http://www.welshhome.com/cp/welsh-home-employee-resources>. We are asking you to be proactive and use these resources. Please let Kelly Michaels, Human Resources, know of any challenges you are facing regarding scheduling, so we can try to find assistance or come up with a plan together.

Thank you for all you are doing to socially distance and continue to remain healthy so we can continue to provide our residents with the best quality care. We are in this together, and if you have any concerns, please reach out to Human Resources so The Welsh Home can help.

Sincerely,

Sarah Koch, LNHA
Executive Director

