

June 04, 2020

To: All Hope Employees

From: Senior Leadership Team

We thank you for keeping Alaska among the top States in the USA for preventing the spread of COVID-19. Your hard work and care is paying off, but continued vigilance is needed as we see a spike in cases that may have been passed around a few weeks ago in earlier opening phases. Our activities when off-duty are very important to preventing it from spreading among us.

We appreciate your feedback that our communications can be overwhelming and repeat previous information, so we are separating these letters into “NEW” and “REMEMBER” sections. Also, there will be separate policies for different service delivery environments and how these policies apply.

NEW INFORMATION!

Effective May 22, 2020 Governor Dunleavy has opened Alaska for business.

Dr. Anne Zink has stated “Open does not mean over”, and the following expectations remain in place.



Alaska's Plan Forward



Alaska has done an excellent job of managing COVID-19. We responded quickly to an unknown threat to keep our cases low and to ensure our healthcare systems have the increased capacity to deal with COVID-19 cases in the future. The base actions that led to our success will continue to be our playbook for the future:

- Stay six feet or more away from non-family members.
- Wash your hands frequently.
- Wipe down surfaces frequently.
- Wear a face covering when in a public setting in close contact with others.
- Stay home if you are sick and get tested for COVID-19 if you have symptoms.
- Be mindful and respectful to those Alaskans that are most vulnerable to this virus. Those being our seniors and those with existing health issues.

As you know, we support some of the most vulnerable Alaskans so Senior and Disabilities Services issued an alert on May 29, 2020 to keep in place the current Health Alerts that we have been working under since March 17, 2020:

****COVID-19 HEALTH ALERT****

Issued: March 17, 2020

By: Dr. Anne Zink, Chief Medical Officer, State of Alaska
Commissioner Adam Crum, Alaska Department of Health and Social Services

Department of Health and Social Services (DHSS) is suspending statewide, all long-term services and supports that occur in congregate settings, including senior centers, adult day services, and any site-based day habilitation or supported employment activities where individuals gather together. DHSS is working with federal partners to determine if services may be offered in a more flexible manner within home settings.

SDS will issue an E-Alert when restrictions on group settings for seniors and other populations can be lifted or relaxed.

Employees Planning Travel or Returning from Out of State after June 06, 2020

Governor Dunleavy revised Health Mandate 010 for all people entering the state including residents who left to travel outside Alaska. As a result, the following is an update on Hope's policy related to out of state travel.



Any STAFF MEMBER who is planning to travel outside of the State of Alaska, must have their leave request pre-approved by Sharayah Talarovich, Director of Human Resources, and Michele Girault, CEO, or Michael Bailey, COO.

- A Personal Leave Form (PLF) must be used for all future requests involving out of state travel are to be routed to Human Resources for leave availability approval, then to Michele or Michael. The leave request must include all travel destinations outside of Alaska, including airport layovers. You are not permitted to take leave until expressly permitted by Michele or Michael.

- Hope cannot guarantee that leave will be approved or that Hope can provide alternate quarantine accommodation for employees.
- Employees traveling should consider, and document on their PLE, which of the two following options they will use as they return to Alaska in order to assure they are ready for work at Hope.

Option 1. Two negative COVID-19 tests, which will allow return to work within 7-10 days.

This testing requirement applies regardless of length of travel away from Alaska. An Alaska resident can get tested at the airport upon return to Alaska, then receive a voucher for a second test within 7-14 days. If a test was completed within 72 hours before returning to Alaska, Hope will still require a test upon return to Alaska within 14 days that shows negative results before considering the employee ready for work (the second test will need a doctor's order which may take time).

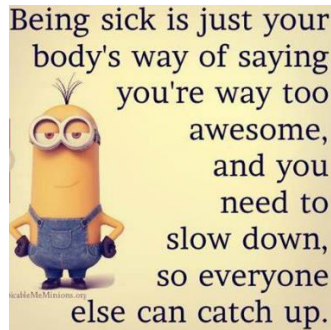
Option 2. Self-quarantine for 14 days.

If this option is selected on the Travel Declaration Form, the employee will need to give an address of where they will quarantine. Quarantine rules include staying in the quarantine location for 14 days, only leaving for medical emergencies or to seek necessary medical care. The employee is not allowed to visit any public spaces, or to allow any visitors except healthcare providers. Hope will not require COVID-19 testing if all quarantine rules as set by the State of Alaska are met.

- To be cleared as "ready for work" an employee who traveled will need to submit the following to their supervisor who will send it to the Hope Health Line:
 - A copy of the Mandatory Travel Declaration Form completed at the airport. A photo taken of the form will suffice if copy is unable to be made.
 - Evidence of two negative COVID tests, if this option was selected.
 - A copy of the Daily Screening Form for the date the supervisor is submitting the clearance request.
 - Current phone contact information for the employee
- The employee will receive a short interview from Jo-Anne Sullivan or Dr. Browner before being cleared to return to work after traveling.

REMEMBER!

DON'T COME TO WORK IF YOU ARE FEELING SICK!



REGULAR HANDWASHING FOR YOURSELF & RECIPIENTS:



SOCIAL DISTANCING FOR YOURSELF & THOSE YOU SUPPORT:



FOR EVERYONE'S SAFETY AND PROTECTION, YOU MUST CONTINUE TO FOLLOW THESE INSTRUCTIONS:

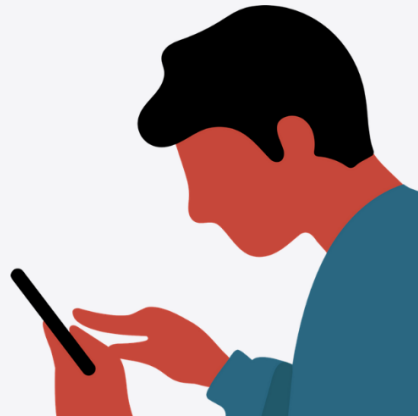
ALL EMPLOYEES

You must complete the health screening requirements before reporting for work, and employees will receive disciplinary action if they are non-compliant or untruthful in their responses.

COVID-19 Screening Tool

This tool can help you understand what to do next about COVID-19.

Let's all look out for each other by knowing our status, trying not to infect others, and reserving care for those in need.



If you do not have a medical provider and need to seek care, call your supervisor who will forward your information to the Hope Health Line to determine other options that may be available to employees.

Your supervisor does not have the authority to clear you to work for medical reasons.

To be clear:

- Staff or support recipients who answer "YES" to any screening questions and state that the cause is a chronic or seasonal diagnosis **need a note from their medical provider**. The note needs to confirm the accuracy of the chronic or seasonal symptoms and that the person's symptoms are not related to COVID. Your supervisor will submit this to HR for your employee file. Dr. Browner is Hope's Medical Director and is not able to provide this for staff or individuals because he is not their medical provider.
- Staff or support recipients who answer "YES" to any screening questions but do not state the symptoms are part of a chronic or seasonal diagnosis, the person will go on self-isolation until their medical provider has been consulted and a clearance note is obtained. The Hope Health Line will be notified at the time the possible illness is identified, the person will be entered into the tracking system. After the note is received from the medical provider, the person will also be screened by Dr. Browner, Hope's Medical Director for final clearance to work. This final screening may take up to 24 hours.

The Screening Form has been updated! A Survey Monkey option for employees to complete before reporting for work is now available. REMEMBER THAT YOUR PERSONAL ACTIVITIES AND MAINTAINING SAFETY MEASURES WHEN OFF-DUTY ARE JUST AS IMPORTANT AS BEING ON-DUTY.

YOU HELP BUILD YOUR CO-WORKERS' TRUST AS YOU REMAIN DILIGENT IN STAYING SAFE WHILE NOT WORKING...THANK YOU FOR KEEPING THIS IN MIND!

If you are tested for COVID-19, work with someone who is being tested for COVID-19, or have close prolonged contact with someone being tested for COVID-19, you need to immediately self-isolate and call your supervisor. Your supervisor will notify the Director and the Hope Health Line.

If test results show you do not have COVID-19 (negative test), you will also be screened for clearance by Dr. Browner, Hope's Medical Director for final clearance to work.

If a support recipient is tested for COVID-19, call your supervisor and make sure a Critical Incident Report is filed, regardless of place of service.

We are very aware that people are anxious to return to previous levels of physical access to community and family connections, yet we are realizing that while cases in Alaska continue to increase, these measures will probably be our "new normal" for several months. **The effect of re-opening the community in phases cannot be measured or understood until 3-4 weeks after each phase.**

Until you hear otherwise from the Senior Leadership Team, we need you to keep our current practices in place. Always remember that we appreciate you and we are proud of you and the work you are doing!

Thank you everyone!