



March 18, 2020

Dear Rite of Passage Employees,

Rite of Passage's top priorities during these unprecedented times caused by the COVID-19 virus is to keep you and our students safe. Our Executive Response Team (ERT) is constantly monitoring the situation and appropriately responding. We will be communicating frequently and taking proactive and reactive measures as appropriate.

Amongst our workforce are those individuals that the Center for Disease Control (CDC) has identified as having a higher vulnerability related to COVID-19 and/or an increased risk of severe illness.

Rite of Passage recommends that employees at risk of severe illness related to COVID-19 should stay home to the extent possible to decrease the chance of infection. Employees at high risk include:

- Over 65 years of age, or
- with underlying health conditions such as heart disease, lung disease, diabetes, cancer, HIV/AIDS, pregnancy, or
- with weakened immune systems.

Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health.

If you identify as being at risk related to COVID-19 and complications, and wish to be *excused* from work for an **extended time period** to limited possible exposure, please meet with your Human Resources Representatives. Please take note, this offer is not a request for intermittent absences related to potential concerns related to COVID-19 but a request to be excused from work for the entirety of the current emergency.

Rite of Passage will excuse your absence and you may use any PTO/Sick Time available and/or take a Leave of Absence in accordance with PTO/SICK Time and Leave of Absences Policies. Interim PTO/Sick Time, pay, etc. policies and procedures are not applicable to this correspondence.

Rite of Passage employees who have "self-identified" that they are at higher risk, including employees older than 60, who have severe chronic medical conditions or who have HIV, are pregnant or have compromised immunity, do not have to disclose their condition, but must be prepared to discuss the need with Human Resources based on the high risk conditions identified above. Human Resources will confidentially discuss your situation with the Program Directors and arrange for your absence.

This offer does not replace current rights of individuals that qualify for FMLA, sick time and/or ADA. All employees remain eligible for FMLA, sick time and/or ADA protections. Please consult related policies and procedures and meet with your Human Resources Representative as applicable.

In some positions, work may be temporarily accomplished remotely instead of taking a leave of absence or using accrued PTO/Sick Time. Unfortunately, not all positions allow for work to be accomplished remotely, therefore all request to work remotely will be requested through the applicable Regional Human Resources Directors and Site Program Directors.

As you continue to hear about the actions of other companies, please keep in mind that we are not like the other businesses in our communities. Our services to include health-care are essential. We cannot walk away. We cannot close our doors. Students are depending on us. They need us ... each and every one of us ... fully engaged and doing our very best work. Let's all be safe and please review the attached documents to aid us maintain a safe environment.

Sincerely,

Rick H. Wright

Rick H. Wright, SPHR/SCP

Corporate Human Resources Director