



March 10, 2020

To: All team members

From: So Cal Dental Partners Inc.

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, patients, visitors or others. We also want to ensure the continuity of business operations in the event of a pandemic.

We ask all team members to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Team members are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Please continue to use universal precautions while treating patients.

So Cal Dental Partners will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

It is critical that team members do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time/PTO and other benefits to compensate employees who are unable to work due to illness. Team

members who report to work ill will be sent home in accordance with these health guidelines.

In the unlikely event that a mandatory quarantine occurs or a practice becomes contaminated and is forced to close, please refer to the employee manual for details on how this may affect you. Please remember that this disruption would not only affect team members but our partners and associate dentists as well. Keeping everyone safe and the practice open is our primary concern.

To Use PTO for Unscheduled/Emergency Office Closure (see section 3.10 for additional info)- In the event of an office closure for reasons, including but not limited to acts of terrorism, natural disaster, or other emergencies, employees will be permitted to use PTO, however it is limited to a maximum of 2 days or 16 hours of PTO.

If you're unable to work due to having or being exposed to COVID-19 (certified by a medical professional), you can file a Disability Insurance (DI) claim. DI provides short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week.

For guidance on the disease, visit the California Department of Public Health website.

Information taken from the EDD (Employment Development Department)

Caregiving:

If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional), you can file a Paid Family Leave (PFL) claim. PFL provides up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member or to bond with a new child. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week.

Reduced Work Hours

If your employer has reduced your hours or shut down operations due to COVID-19, you can file an Unemployment Insurance (UI) claim. UI provides partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own. Workers who are temporarily unemployed due to COVID-19 and expected to return to work with their employer within a few weeks are not required to actively seek work each week. However, they must remain able and available and ready to work during their unemployment for each week of benefits claimed and meet all other eligibility criteria. Eligible individuals can receive benefits that range from \$40-\$450 per week.

Please contact the corporate office with any questions or concerns.

SO CAL DENTAL PARTNERS

Sources:
CDC, SHRM, edd.ca.gov, CDA