



MEMO

To: All Colleagues

Date: 03/10/2020

Re: Cancel Events, Classes and Meetings

Based on the most recent Centers for Disease Control and Prevention's (CDC) COVID-19 (Coronavirus Disease) response recommendations **and acting in an abundance of caution to ensure we do not contribute to adding additional risk of exposure to the virus for our colleagues,** effective immediately Trinity Health and its ministries will not participate in or hold external community events. This includes events within any of our facilities or within the community. Additionally, we will no longer hold internal events or meetings with more than 20 colleagues (attendees).

This action follows CDC guidelines to limit gatherings that could unintentionally put colleagues, patients, residents, and our community members at risk. These guidelines are in effect until at least Thursday, April 30, and will be reassessed at that time.

We recognize that events can be important opportunities to connect with people and advance our Mission. However, our priority is always the health and safety of our colleagues, patients, residents and the communities we serve, and, at this time, these additional precautions are prudent and necessary.

Guidelines:

- Trinity Health and its ministries will not sponsor* or participate in community events. This cessation includes attendance at events and providing colleagues to staff sponsored events.
- Internal events with more than 20 people will be cancelled and teleconferencing or other options should be used.
- Internal events or meetings may continue with no more than 20 attendees (no external attendees). Attendees should follow CDC recommendations to keep six feet between each attendee and there should not be any physical contact with each other which means no shaking of hands and no hugging.
- **The only exception to this direction is if colleagues or clinicians are required to attend an in-person emergency management meeting called by local, state or federal emergency response agencies.**

Thank you for your understanding and your ongoing support as we continue to manage through this global health concern, together.

****Financial sponsorships of events to which we have already committed will be honored, but no colleagues or clinicians should attend or support in a medical or staffing capacity.***



Message to Event/Class/Meeting Participants Regarding Cancellation

To follow CDC guidelines and in the interest of putting the safety of our patients, colleagues, residents and community members first, Trinity Health has made the decision to postpone/cancel (event/class name) scheduled on (insert date[s]). **We act out of an abundance of caution in cancelling all events/classes until at least Thursday, April 30.** We look forward to reconvening at a later date. Your registration will remain active and updated event information will be shared with you via email/phone call/patient portal soon.

General Message about Visiting and Meetings

As we are still in the midst of flu season, and with the ongoing concern surrounding the spread of COVID-19 (also known as Novel Coronavirus), we ask that you follow a few basic guidelines to protect our colleagues, patients, residents and each other:

- Stay home if you feel sick.
- Keep your distance from people who are sick (6 feet or more).
- If you have symptoms consistent with COVID-19 (fever, cough, or difficulty breathing), AND have had contact with someone who tested positive for COVID-19 OR traveled to a location which has widespread COVID-19, please contact your medical provider immediately. Your medical provider will let you know how to proceed.

We can all help prevent the spread of viruses.

- Frequently wash your hands with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose or mouth.
- Disinfect work areas often.

We are continually monitoring COVID-19 spread in our country will let you know should recommendations change.

Media Talking Points

- Trinity Health and its ministries are acting out of an abundance of caution.
- As a health system, it is our priority to put the safety of our patients, colleagues, residents and community members first.
- All classes and community events are cancelled through **Thursday, April 30.** We will reevaluate needs at that time and will continue to follow CDC and local/state health department guidance.
- Internally, we are also limiting meetings with our colleagues to small groups with no more than 20 attendees

Social Media Post

Facebook:

Following CDC guidelines, Trinity Health/Ministry has made the decision to cancel all events and classes until at least Thursday, April 30. **We act out of an abundance of caution and in the interest of putting the safety of our patients, colleagues, residents and community members first.** We look forward to reconvening at a later date. If you are registered for an event, please look for an email, letter or phone call soon to re-schedule.