##COMPANY## Policy Update- COVID-19

*As of* ***April 17th, 2020****, ##COMPANY## intends to temporarily discontinue or make changes to the following benefits through December 31st, 2020. ##COMPANY## will monitor the practice’s re-open efforts and communicate with staff if there are any additional changes that need to be made or if these temporary changes can be lifted.*

*Please speak with* ***XX*** *if you have any questions about how this will affect you directly.*

1. All discretionary spending is put on a temporary hold, including but not limited to **(list spending items).**
2. Clothing (Uniform) allowance will be discontinued temporarily.
3. Although the 401K will still be in place, profit-sharing is put on temporary hold.
	* The set **%** and your elected contributions will continue to be contributed.
	* The practice is temporarily suspending profit sharing of **%.**
4. Bonuses for **(write in offered bonuses)** on a short-term hold until the practice can evaluate patient needs during re-opening. ##company## reserves the right to discontinue the bonus program completely for 2020 or to create a new bonus structure. Reinstatement of the benefit will be based on patient flow and revenue.
5. All paid time off balance, including sick days and vacation days, will reflect any time used this year. This includes any time used to supplement pay during slow or closed weeks. If you still have PTO available, please follow the normal procedure for requesting PTO. If you have a vacation scheduled, your vacation request will be honored. Some of this time may be unpaid depending on your available balance. If you have a negative balance of PTO, **(write in your procedure for employees who have overspent their paid time off).** If you have no PTO/vacation time left, but would like to schedule a vacation, we will handle these requests on a case by case basis. The amount of time you are eligible for cannot exceed the amount of vacation days you would have normally had before the furlough. Other factors will be evaluated, including but not limited to; coverage that is needed at the office, office flow, and seniority.
6. Families First Coronavirus Response Act – Emergency Paid Sick Leave and Emergency Family and Medical Leave Act: **(Update this to display the policy your practice will be following)** Because we are healthcare providers and are essential to the care of patients in our community, our office is exempt from this federal regulation. Staff is not eligible to receive Emergency Family Leave. However, because we value the health and safety of all of our staff, we will be offering all staff the Emergency Paid Sick Leave for applicable absences, despite our federal exemption. More information will be provided to you as requested.
7. Eyecare services and products for staff and their family members may be limited at this time. Approval for such services and products will be considered on a case-by-case basis and can only be obtained from XX.
8. Continuing Education (CE) and licensing: all continuing education or courses to obtain a professional license must be approved prior to registration. Most CE will be put on hold for 2020.
9. Travel and expenses incurred while travelling are temporarily suspended. No travel will be approved for reimbursement in 2020.
10. Several changes are necessary to care for our patients and to be compliant with government guidelines and CDC safety recommendations. These changes include, but are not limited to:
11. Job descriptions and responsibilities- some changes will be temporary, while others may remain permanent, including some work from home activities.
12. Office hours and hours/times staff is scheduled to work at the office.
13. New safety precautions will be in place in accordance with CDC, OSHA, AOA and OOA guidelines and staff will be required to adhere to all safety precautions and any others required by our office. Health screenings will be performed on all staff who are entering the physical building for COVID-19. This will continue until the government/CDC recommends it is safe to discontinue this practice.