

Memo

Flexing Requirements Due to COVID-19

March 25, 2020

To: All Roseville and Shared Service Community Integration Staff

From: Shelly Trumbo

As we continue to prepare for a projected surge in COVID-19 patient volumes, we have seen an expected drop in other volumes. We want to take advantage of this “calm before the storm” to encourage you to rest and restore yourselves.

In the coming days the system is asking each department to Flex by 20% the number of hours over the next two pay-periods in order to reduce staffing to the level appropriate for today’s volume. This will ensure that when we have a surge, we have enough team members rested and prepared to meet the high demands with their best focus and energy. As with everything else associated with this situation these requirements are open to change due to actual versus expected volume changes. We will need all our help to ensure that Adventist Health is ready and able to meet the needs of our communities in the coming days.

To ensure participation and support of the flex efforts, we are simply recommending a Friday flex across all market community integration associates. This should ensure more than enough reduction to cover the percentage recommendation and allows for maximum productivity for the time we are working.

The suggested dates of this flex will be Friday March 2, and April 3rd, 10th, and 17th.

You may use either your PTO or Sick Time bank for these hours. If you find that you are in a situation where you do not have enough hours in your bank to do this, or you feel you have other extenuating circumstances, please reach out to Shelly for guidance.

