



****Sent on behalf of Lisa Abbott, MBA, SPHR, Senior Vice President,
Human Resources and Community Affairs ****

Thursday, April 23, 2020

Dear Colleague:

The ongoing Coronavirus pandemic has impacted all of us deeply, on a personal and professional level. But for some employees and their families, the immediate economic fall-out has been particularly challenging. Whether it's a spouse or partner who has been laid off unexpectedly, or a family member who requires support through an illness, the current crisis has created significant financial hardship.

As part of our efforts to support our workforce during this singular period, we have established a new Employee COVID Relief Fund. Any employee experiencing an immediate and substantial financial challenge related to the COVID pandemic and its impact on health, work, child or eldercare, can apply for a small relief payment of up to \$250 of support per employee (full or part time). Support may take the form of a check, prepaid grocery card (limit of two \$25 cards), or a combination of the two.

Qualifying financial challenges include, but are not limited to:

- Past due rent or utility bills
- Affording food/medication
- Emergency housing costs, including temporary accommodations for employees who provide direct patient care and live with a vulnerable family member
- Care for seriously ill dependents
- Child or eldercare

The application is attached to this message, and can also be found on the Lifespan intranet here.

Once completed, please fax the application to (401) 444-5123, or email a **CLEAR and LEGIBLE** photo of the completed application to Diversity-HR@lifespan.org. Applicants will be contacted within 48 hours if further information is required.

We encourage employees in immediate need to apply. We ask that others reserve this resource for those who need it most. Please email Diversity-HR@lifespan.org with your questions.

Thank you for your support of our patients, and of your colleagues, during this challenging time.

Very truly yours,

Lisa Abbott