

*Let Your Life Shine \* Brighter Together!*

# ALBRIGHT

## CARE-SERVICES

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Purposeful Living Solutions

May 22, 2020

Dear Albright Care Services Employee:

As springtime yields to summer and the hope that COVID-19 begins to ease its grip on our daily lives, we are cautiously rejoining our social experience and trying to figure out how to reconnect with friends and family while keeping safe.

One of the informal principles that we adopted early in the pandemic was to "trust and assume good intentions," particularly when it comes to the members of our workforce. I have heard about so many examples of staff being selfless. I have also seen first-hand the shed tears of joy from our staff when they see good outcomes for the residents and participants they serve, and the shed tears of grief and loss when they witness the passing of a beloved resident or participant.

As an organization, we are entrusted with the lives of those who are most vulnerable. Yet, we must take care of ourselves to do the selfless work we are called to do every day.

As the summer season opens, we ask for you to:

- Work as soon as possible with your manager to find blocks of time off that work for you and your family while preserving Albright's ability to provide care for the residents and participants.
- Consider the questions on the screening form as you ask for time off.
- Honor your commitment to return to work as programmed, having observed the guidance from public health authorities.
- Ask for whatever time you need, but understand that it may be hard to grant everyone all of the time requested.
- Reflect on whether the activities you will engage in will result in a required quarantine because of their nature (e.g., a cruise, football or rugby camp, choir practice in small venues, etc.).

We want you to be able to try any activities that are fulfilling to you, but please be candid and ask for whatever time you are going to do the activity PLUS the required quarantine time that the type of activity may require after you engage in it. Albright may not be able to accommodate the entirety of the request, and you may have to work with your manager to see how to get to a reasonable compromise.

We also want you to enjoy this summer and take some very needed time off and hope that you will be safe while we all continue to get a handle on this pandemic. Please try to strike the right balance between safety and fun in this unexpected reality.

Thanks so much for the work you are all doing on behalf of the residents and participants we serve and each other.

Sincerely,

A handwritten signature in black ink that reads "Shaun T. Smith". The signature is written in a cursive, flowing style.

Shaun T. Smith  
President/CEO