Memo

To: MercyOne colleagues
From: Bob Ritz, MercyOne President and CEO
Date: July 16, 2020
Subject: Business Travel Restrictions for FY21

MercyOne continues to monitor, prepare and respond to the evolving COVID-19 pandemic. Together, we continue to take steps to protect and care for our colleagues, patients and communities in coordination with federal, regional and state authorities.

Safety for our colleagues and the people we serve is our priority. Consistent with our steadfast Mission to be a compassionate, healing presence within the communities we serve, MercyOne is taking significant measures to help prevent the spread of COVID-19, including restricting colleague travel for business through June 30, 2021. We will continue to monitor the impact of the pandemic, including any advances in treatment and available vaccines and will evaluate this policy and modify it, if and as appropriate. We will do so no later than January 2021.

Video conferencing should be used as an alternative for in-person meetings, including board meetings and other forums. Many meetings and conferences have already been cancelled or converted to virtual-only meetings and have proven to be effective.

We recognize some travel may be necessary to support patient-facing and patient care delivery work. The MercyOne Executive Leadership Team will evaluate such travel needs. Colleagues are encouraged to share any concerns with their leader. Travel will be confirmed for colleagues whose travel is necessary to support patient-facing and patient care delivery work for other locations. We anticipate this need will be a rare exception.

During FY21, MercyOne is also not supporting business travel for continuing education or other business group meetings or conferences outside of MercyOne.

Any requested exceptions to this policy should be discussed with your executive leadership team. Future travel requests require approval by the regional president or executive functional leader.

This travel restriction is intended to reduce air travel, long-distance, non-solo automobile travel, overnight stays, etc. For persons in roles which support multiple MercyOne facilities within a region or reasonably close geographic proximity, same-day, solo, automobile travel may be warranted. When in doubt, please first consult with your executive leader.

Colleagues should follow CDC prevention recommendations during business and personal travel. It is important for those traveling for business and personal reasons to "know before you go" and understand travel restrictions both to and from the destination and back including state, county or city quarantine requirements.

Non-business, Personal Travel
Please take note for any non-business (i.e. personal) travel, colleagues are responsible for being aware of the personal, public or civil ramifications of their travel and for determining any quarantine requirements.

COVID-19 is a rapidly evolving, global health concern which requires nimbleness and frequent decision-making and adjustments to our response. We will follow federal, regional and state health authority guidance
to make decisions about travel and beyond. Please frequently read the latest COVID-19 facts on the CDC website and information about our response on the COVID-19 colleague information page.

Please stay healthy and safe. Thank you for your contributions to our Mission.