



*Capable hands. Welcoming hearts.*

March 19, 2020

Dear Employees:

As you know, we're in an unprecedented situation for the Country in many regards. Fortunately, Cedarhurst is as well (or better) equipped to respond as anyone in our industry. That being said, significant challenges are still present and will be for the forthcoming future. The COVID-19 virus is a threat to those we serve and we must do everything we can to be a resource for our residents.

As the spread of COVID-19 has increased, it has already resulted in many situations where an employee's close contact to someone suspected of COVID-19 or (as has happened a few times) to someone confirmed to have COVID-19, has resulted in quarantine for that employee. In that situation, we must be able to pull from the bench and replace the quarantined employee. As we suspect that the quantity of quarantined employees will only increase and further exacerbate our personnel resources, **all prior approved PTO is hereby canceled until further notice for all Cedarhurst Senior Living employees**, including those at the corporate office and all of our communities. A limited exception to this policy is when an employee chooses to take PTO during a quarantine or another health reason preventing them from working. This is still approved. **Also, until further notice, the expiration of PTO is hereby extended for 90 days.**

Many of you have seen the recent legislation regarding sick leave. Please know that as the administration issues its regulations on this new law, we will certainly comply, but it does appear to not apply to healthcare companies (which makes sense given the importance of our positions in this situation). HR is monitoring this closely and will issue guidance as soon as possible.

I am extremely grateful to all of you for your efforts during this time. It has been amazing to see us all pull together and respond. If you have any questions, please send them to Marcus Wilbers, VP of Human Resources, at [mwilbers@cedarhurstliving.com](mailto:mwilbers@cedarhurstliving.com).

Stay Healthy,

Josh Stevens,  
Cedarhurst Living, President/Co-Founder