



To Honor Those We Serve.

March 17, 2020

Dear PCAs/Caregivers,

Your Safety & Security, including health and financial security is our Number 1 priority.

You and our Clients are the two most important pillars of our company. It is your efforts and dedication that makes us fulfil our promises. We are honored to serve with you.

To ensure we are protecting, you, our clients and are communities, we are operating mostly remotely and following state and federal guidelines. Please know we are available for any question or concern – 24/7. Our focus is to practice good hygiene, limit gatherings, encourage social distancing and to discourage anyone sick, or exhibiting symptoms from coming to work.

All States are telling us the following:

- Regularly monitor the CDC website for information and resources.
- Contact their health care provider if they suspect a participant has COVID-19.
- Continue to provide services.

We will continue to provide guidance – but in the meanwhile:

- If you are sick – please STAY HOME
- Practice good hygiene (washing hands at least 5x) and social distancing
- If you have flu like symptoms and potentially COVID-19 – please contact your health care provider – or call us for more information
- Schools (in MN at least) are being kept open for healthcare providers and we will provide a letter to verify employment – please contact payroll for more information
- Sick Pay/leave and FMLA leave – regarding self-quarantine and treatment for virus - please contact us and we will work with you and the State

As always, I am available 24/7 for any questions. We are here for you and please do not be overly concerned – it is in our blood to honor our clients and we will continue to serve them with highest level of honor, service and compassion.

Humbly,

Himmat Singh
CEO

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<http://www.circleoflifehc.com>