



Dear Valued Team Member,

Regency Integrated Health Services is closely monitoring issues related to COVID-19. The leadership team has enacted a response committee and plan to implement the latest guidance from the U.S. Centers for Disease Control and Prevention (CDC) and the Texas Department of State Health Services (TDSHS) with the health and safety of our patients and staff being our top priority.

As with any virus, prevention is key, so we ask all employees to cooperate in taking steps to reduce the transmission of COVID-19. See below for information on what you should do and what you should know. Please reference our Infection Control Manual for additional details.

**What you should do:**

- Create a handshake free environment and limit contact when possible.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth whenever you cough or sneeze, using a tissue or the bend of your elbow.
- Avoid touching your eyes, nose and mouth.
- As is always the case, stay home if you have flu like symptoms which include fever, cough, shortness of breath, body aches, chills etc.
- Additionally, we ask that employees remain home until at least 24 hours after they are free of fever without fever-reducing medications.
- Clean and disinfect frequently touched surfaces.

**Additional Precautionary Recommendations:**

- Limit non-essential domestic travel to the extent possible
  - Please review business travel itineraries with your supervisor to determine necessity
- Travel to all areas classified by the CDC as Warning Level 3, Alert Level 2 and Watch Level 3 is not permissible (China, South Korea, Iran, Italy and Japan)
  - Please notify HR if you have traveled to any of these locations or have plans to travel to in the near future. Employees may be subject to quarantine including additional restrictions prior to the return to work.
- Notify HR if you or any family members have had any risk of exposure to COVID-19 or have been confirmed to have the Coronavirus.

**What you should know:**

- Regency has had no suspected cases of the Coronavirus.
- Our facilities and offices are cleaned regularly with increased frequency and additional cleaning measures.
- Regency strives to provide a safe workplace through the adoption, practice and re-education of infection control procedures and other policies as applicable.



- Limitations have been placed on visitors and external traffic to our facilities and offices to include screening procedures, supervised entry points and limited hours.
- Regency will continue to monitor and implement any applicable guidelines issued by the CDC or TSDHS as these are changing regularly.
- It is imperative that we ensure the continuity of business operations to the best of our ability to provide quality care to our patients.

Thank you for taking precautionary measures to maintain your health and that of our fellow employees and patients. Please know that our actions are to protect our communities from the spread of COVID-19 so as more information surfaces, our recommendations and policies will evolve to best serve our patients and employees. Currently, our focus is on prevention, education and symptom surveillance. We recommend monitoring the [CDC's COVID-19 page](#) for up-to-date information regarding the virus and will share additional information as it is received. In the meantime, please contact your immediate supervisor or Human Resources with any questions or concerns.

Sincerely,

Larry Deering  
Chief Executive Officer  
Regency Integrated Health Services