



To: All Carolina Orthotics & Prosthetics Employees  
From: Administration  
Date: March 23, 2020  
RE: COVID-19 Business Guidelines

Each day brings about further awareness, further anxiety, additional changes in this ever-changing environment we are in. I know this is a difficult time for you and your loved ones. Carolina Orthotics & Prosthetics is taking all of this with a heavy heart and trying to make all the necessary adjustments to meet employee expectations, state and federal expectations and business necessity conditions.

There has been encouragement by many government officials about reducing nonessential business. Please see the link if you have any questions in relation to how Orthotics & Prosthetics is considered an essential service. This is confirmed at both state level as well as federal level through the Department of Homeland Security. <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>

We are currently working on options that will be discussed in relation to staffing levels in all departments and facilities and summarizing employee guidance Families First Coronavirus Response Act that goes into effect April 1st.

**Air travel restrictions:**

Effective immediately- any employee that chooses to travel via air (during this state and federal emergency) will not be allowed to report back to work for 2 weeks after returning back home. You may choose to use your PTO or go unpaid for this 2-week period. You will not be allowed to have your PTO go negative.