

April 7, 2020

Subject: Reduction of Working Hours Notification (COVID-19)

Dear

We are committed to our community, patients and staff during these challenging times. The current public health crisis of COVID-19 coronavirus has left so many healthcare organizations in a very difficult position. We hope these circumstances are temporary and that our country will be back in business soon.

In light of our efforts to advance paid time off over the past several weeks, we regret to inform you that your employee work hours at Cypress Creek Outpatient Surgical Center, LLC (hereinafter "Company") will be reduced effective immediately until further notice. We reserve the right in our discretion to change the provisions as necessary due to changing circumstances. We are asking for everyone's help and understanding in getting through this difficult period. At this time, we don't know how long this will continue; our hope is that it is short-term and will be back on normal operations by May 1<sup>st</sup>, 2020. However, we will reassess the circumstances regularly and may lessen or extend this timeframe.

During this period, your health and welfare benefits will continue (if applicable) and will accrue at employer cost. Benefit cost repayments will not be required.

During this period, you may file for Re-employment Assistance Benefits. Please refer to Florida State Re-employment Assistance Benefits guidelines regarding specific details and provisions surrounding application, eligibility, and collection of benefits. We have attached some information from the Florida Department of Economic Opportunity on this program.

If you have available PTO (Paid Time Off) that you would like to use during this time, you are welcome to use such time, but are not required to do so. If you decide to use some or all of your available PTO during this time, please send an email to [hr@axismb.com](mailto:hr@axismb.com).

If you find alternate long-term employment during this period, you are required to notify our HR Representative, Isbeth Hernandez at [hr@axismb.com](mailto:hr@axismb.com) upon the acceptance of alternate employment. We will accept this notification as a resignation.

During this period, we will continue to communicate with you, so you are informed. Below are some avenues in which you can utilize to stay updated and connected.

Website - Employees can visit <http://www.ccosc.net> and proceed to the Employee Link for more information and regular updates.

Call Center – (954) 915-7487 Monday – Friday, 8:00 a.m. – 4:00 p.m.

We very much appreciate all of your dedication and commitment to our patients. We wish you health and safety during this unprecedented time and are looking forward to your return to work following this period.

Sincerely,

---

Liliana R Lehmann, MBA, MJ Health Law  
Administrator