

September 1st, 2021

To: Community Health Choice Employees
From: Lisa Wright, Community Health Choice President & CEO
Subject: Keeping Community Safe Vaccination Campaign

Dear Community,

I hope this letter finds you in great health and great spirits. As President and CEO of Community Health Choice, I would like to express my gratitude for your continued displays of courage, collaboration, and responsiveness during one of the most transformational times in our company's history. For more than 20 years, Community has committed to improving the health and well-being of underserved Texans by opening doors to healthcare and health-related social services. Thank you for all that you do to support and exemplify this mission.

In accordance with this effort, I'm excited to announce that on **Wednesday, September 1st, 2021**, we'll be kicking off our **Keeping Community Safe Vaccination Campaign**. More than half of our team has already taken the next step in protecting our Community by getting vaccinated against COVID-19. As a token of our appreciation for each employee's commitment to our mission, every full-time and part-time employee who receives the COVID-19 vaccine will receive a one-time **\$500** bonus. It is our hope that this incentive will push the remaining members of our team over the finish line toward a healthier and safer Community.

This campaign will also set a policy in motion that will require a COVID-19 vaccine as an ongoing condition of employment for current and future full-time and part-time employees of Community Health Choice. We recognize that there may be special circumstances that exempt an employee from the conditions of the policy and have developed a set of guidelines to address this concern. The deadline to request a reasonable accommodation is **September 17th, 2021**.

The deadline to receive the first vaccine shot is **Friday, October 15th, 2021**. If applicable, the deadline to receive the second vaccine shot is **Friday, November 12th, 2021**. On **Monday, November 15th, 2021**, employees who have not met the requirements outlined in the policy will be put on a two-week, unpaid furlough. On **Monday, November 29th, 2021**, employees who have not met the requirements outlined in the policy will be subject to voluntary termination.

While this was not an easy decision to make, we strongly believe that it is a necessary step in preserving the health and well-being of every valued employee of our Community as we work to fulfill our mission. Thank you for your willingness to lend your talent, passion, and support during this transformational time. Together, we will continue to build a brighter, safer, and more sustainable future for Community.

Lisa Wright
President and Chief Executive Officer
Community Health Choice