

December 1, 2020

Behavioral Framework Employees,

I am writing today to provide an update on Coronavirus (COVID-19) and our response to it.

This company, and I personally, care deeply about each of you, our clients, and everyone's families. The work you are doing is meaningful and important, especially now. Much has changed since my first letter to you back in early March; however, our collective dedication to our clients has remained our priority. I am extremely proud of that.

Given the recent increase in cases in our region we are implementing two new policies to do our part to help minimize the spread of COVID. We will, of course, continue to monitor this situation and make changes as appropriate.

BCBA-RENDERED SERVICES

In an effort to promote social distancing, prevent cross-contamination, and reduce the number of people in a home at any given time, all BCBA-rendered services (assessments, supervision, parent training) may be delivered remotely until February 1, 2020 at your discretion and in collaboration with your Associate Clinical Director.

Please do your best to prioritize which clients you see in person and when based on clinical need. While we are attempting to minimize the spread of COVID, we also want to ensure our families remain well supported.

AUTOMATIC HOLIDAY BONUSES FOR THERAPISTS

In your next four paychecks (12/18, 1/1, 1/15, 1/29), each employee working directly with clients will receive an automatic bonus of \$1 per hour worked. The bonus will be calculated based on the actual hours worked directly with a client and show on your paycheck under the "BONUS" earning type.

We will continue to monitor the situation and provide updates as appropriate. Thank you all for your commitment to the health and safety of our employees, clients, and families. Together we will work diligently to ensure we are taking the appropriate action to limit the spread of the virus while continuing to provide the services our community relies on.

On behalf of the entire leadership team, thank you! If any of you need anything from me, please do not hesitate to reach out.



Kyle West
Chief Executive Officer