

Memorandum

To: All Southern California Staff
From: Chief People Officer
Re: Southern California Wildfires
Date: January 8, 2025

As you have heard, yesterday, January 7, 2024, several wildfires broke out in Los Angeles County. Several parts of Los Angeles County are now under mandatory evacuation, and the fires have burned thousands of acres and at least 5 lives have been tragically lost. HealthRIGHT 360 has programs and staff near affected regions, and we are monitoring the situation closely. In an effort to provide support, and ensure the health, safety, and well-being of those impacted by the fires, HealthRIGHT 360 is making the following change, effective immediately:

The Pasadena outpatient program, DMH/DMC and any support services and staff located at the 2650 E Foothill Blvd program will be working remotely and virtually **until further notice**.

We do not believe the program site will be in the path of the Eaton fire, however out of an abundance of caution and to reduce the load on road and public services, we are temporarily moving all operations remote. Our intention is to resume onsite services as soon as possible, and staff will be notified by their supervisors when to return to the worksite.

To offer support for those staff who are experiencing the terrible and frightening effects of the wildfires, HealthRIGHT 360 is offering the following:

- Any staff under mandatory evacuation orders will be eligible to work remotely, provided that their role is able to support it.
- Any staff eligible to work remotely, but who do not have equipment, should reach out directly to itnetworkdivision@healthright360.org
- KN95 masks will be available for staff use. If you need additional supplies at your site, please reach out to Ed Jones at the Southern California warehouse, at ejones@healthright360.org
- For staff who are not eligible to work remotely, but are under mandatory evacuation orders, staff will be permitted to take up to five job-protected unpaid days off. Staff may use any accrued time off (PTO, Float, etc.) to cover any absences from work because of a mandatory evacuation order.
- For staff that have lost their homes as a result of the fires, please reach out to hr@healthright360.org for additional resources.

The situation is changing rapidly, and leadership is monitoring and responding in real time. If you have any questions about any of the above, please reach out to hr@healthright360.org. We are here to support you.

Regards,



Nilab Nawabi
Chief People Officer