

Aspirus Emergency System Wide Procedure COVID-19

Temporary Spending Freeze

Approved 03.23.2020 17:30

Effective immediately Aspirus will institute a spending freeze on all capital equipment and discretionary operational expenses until further notice as a result of the COVID-19 pandemic event. As we manage lower clinic volumes and hospital admissions, we must be extremely prudent in the management of spending that is not absolutely necessary for patient care and healthcare support. The following procedures will be adhered to:

Capital:

- 1) Only urgent capital will be approved. Urgent will include the following:
 - Capital that is not serviceable and needs to be replaced to perform patient care
 - Capital that is required for COVID-19 operations
 - Capital that is required for construction related or other strategic projects to meet required timelines that cannot be deferred.
- 2) All requests for urgent capital exception must be submitted to Supply Chain, Attention: Julie Trebus with appropriate justification based on the above exceptions and approval from Business Unit Presidents.
- 3) Any request for capital less than \$100K will be approved by Supply Chain based on the above.
- 4) Requests greater than \$100,000 will be approved by the SVP & President - Regional Markets and the SVP & Chief Financial Officer.

Operational Expenses:

- 1) Only expenses required for patient care and to sustain operations will be approved. Examples are medical supplies, Personal Protective Equipment (PPE), cleaning supplies, maintenance or service expenses, contract labor, etc.
- 2) Supplies related to the COVID-19 pandemic operations will continue with requests managed through the Business Units Incident Commands and the System EOC.
- 3) Office supplies should be kept to extremely minimal levels to sustain current operations only
- 4) Food for any employee events will be suspended immediately.
- 5) Any request that appears to not be in alignment with the discretionary spending freeze will be heavily scrutinized and rejected by Supply Chain.

All Business Units will be tasked with ensuring staff is aware and that they enforce these temporary freeze restrictions.