

## Clarke Cares

**Purpose:** To provide a support network for employees who are experiencing loss, illness or significant stress related to COVID-19.

**Resources:** HR, Employee Assistance Program (EAP), health insurance benefits, Families First Coronavirus Response Act supports, Clarke team support

\*\*\*\*If a member of your team needs support as described above, please notify Human Resources (Jane Tetreault and/or Karen Katsanos) who will:

- speak with the individual(s) about the various leave options available to them
- share information on the EAP with the individual(s)
- ask who they want to know of their situation
- ask if we have permission to share their address/phone if others want to reach out to them
- ask how else we can support them. Would they like an occasional check in from HR? From someone else at Clarke?