COVID-19 INCIDENT NOTIFICATION

TO: All District Employees

FROM: Jeff Serpico, Human Resources Director

DATE: **August 14th, 2020**

SUBJECT: Confirmed CV19 Case – Centennial Hills

Good morning District Team Members,

Today we learned that one of our employees in the Centennial Hills Branch tested positive for COVID-19. After making sure the individual is not in the workplace we want to make sure that our workforce understands we are taking the appropriate steps outlined in our district CV19 protocol to ensure your health and safety. The last day the individual worked was August 4th.

Please refer to the COVID Protocol on Voyager (Column D) for appropriate response details.

Thank you for your understanding during this challenging time. Should you have any questions please reach out to your supervisor or Human Resources.