



COVID-19 Incident Notification

COVID-19 INCIDENT NOTIFICATION

TO: All District Employees
FROM: Jeff Serpico, Human Resources Director
DATE: **August 19th, 2020**
SUBJECT: COVID Update – Effective Immediately – No Employee Gatherings

Good afternoon District Team Members,

In the interest of staff safety, all employee events, gatherings, and meetings of greater than three (3) people must be conducted “Virtually” or be cancelled. This will take effect immediately.

Also, please limit travel between branches to a minimum and maintain appropriate social distances and masking requirements at all times.

We realize the inconvenience this may cause some employees and the impact it may have on several planned retirement parties; however, it is in the interest of staff and public safety that these measures are being taken.

Thank you for your support during these difficult times.