



COVID-19 Incident Notification

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TO: All District Employees
FROM: Jeff Serpico, Human Resources Director
DATE: **August 28th, 2020**
SUBJECT: COVID Update – Meeting Guidelines Clarification

Good afternoon District Team Members,

We have received several requests for clarification regarding the August 19th AD - COVID memo limiting in-person meetings. Please review the following bullet points for clarification of these guidelines.

- **For Business related meetings between branches:** These meetings should be conducted virtually or via conference call. This will limit potential exposures between branches and limit the spread of CV19 across the district.
- **For Business related meetings within branches:** Please make every effort to conduct these virtually or via conference call. However, if in-person meetings of greater than three people are required due to operational needs, please adhere to the following guidelines:
 - Maintain proper mask etiquette (wear mask above the nose and covering the mouth at all times).
 - Maintain appropriate social distancing (greater than 6 feet at all times).
 - Maintain appropriate hand-hygiene.
- Non Business related social gatherings such as birthday's parties, retirement parties and daily lunch breaks should only be attended in-person by staff who work at the physical location of the event. All in-person attendees should adhere to the following guidelines:
 - Maintain proper mask etiquette (wear mask above the nose and covering the mouth at all times).
 - Maintain appropriate social distancing (greater than 6 feet at all times).
 - Maintain appropriate hand-hygiene.

Thank you for your continued support.

