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To: The Public and Staff
From: Sharon Boyd, Director of Human Resources
Through: James L. Pasley, Jr./Executive Director/CEO
Re: Precaution Statement in Response to COVID 19 Virus
Date: May 19, 2020

In light of the current COVID 19 virus outbreak, WEOC, Inc. in its operations, including providing services to our customers and interactions among employees, is hereby requiring all employees to become familiar with and to comply with the most recent guidelines issued by the Center of Disease Control (CDC) pertaining to COVID 19 precautions in performing their job duties with the Agency and in interacting with Agency staff, customers and visitors. These precautions include complying with the most recent guidelines and recommendations issued by the CDC pertaining to social distancing, handwashing, routine sanitizing, and wearing appropriate protective gear-such as gloves and face coverings, frequent handwashing with soap and running water and using appropriate hand sanitizing products.

Employees who are sick should notify the Agency and stay home. An employee who becomes sick at work is expected to immediately notify their supervisor and will be relieved from work to go home. All employees are expected to follow other recommended steps such as covering the mouth when coughing or sneezing or coughing or sneezing into their elbow, immediately following the hands or elbow should be appropriately sanitized or washed.

Employees are discouraged from borrowing personal equipment or belongings of co-employees such as cell phones, clothing, work phones, work items, etc. All employees are expected to familiarize themselves with the most recent guidance issued by the CDC pertaining to the above and additional protective measures regarding avoidance of COVID 19.

This information may be accessed through the web at www.cdc.gov. It is the Agency's expectation and requirement that staff and customers of the Agency adhere to the measures set forth above and contained in the CDC recommendations at all times. Failure to comply with the recommended measures will lead to appropriate action, which may include the employee being sent home from work.

If you have any questions regarding this memo, or regarding workplace or customer behavior as it relates to the content of the memo, please contact your immediate supervisor or Director of Human Resources immediately. If we are not available, contact the Executive Director.

843-234-4100 x 225

Improving Lives • Empowering Communities

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