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Equal opportunity  
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## MEMORANDUM

**TO:** LTADD Staff  
LTADD Contractors

**FROM:** Michael G. Burress

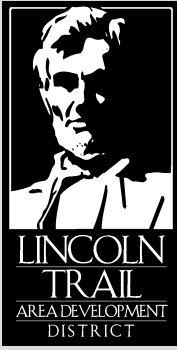
**DATE:** August 5, 2021

**SUBJECT:** COVID Office Procedures

Throughout this pandemic LTADD's focus has been, and will continue to be, on maintaining a safe workplace and encouraging practices to protect the health of employees, clients, visitors or others. The Governor has updated the KY Healthy at Work Guidelines due to the increasing number of COVID-19 cases and we will be implementing them until instructed otherwise.

*Effective Monday, August 9, 2021:*

- **Face Coverings:** All staff and visitors are required to wear a face covering inside our office, including fully vaccinated individuals. Disposable masks and hand sanitizer will be available at each entrance. Masks should also be worn in common travel areas of the office (hallways, lounge, entering someone else's workspace, etc.). Employees are not required to wear face masks while alone in personal offices, or if doing so would pose a serious threat to their health or safety.
- **Telework:** We will be operating on a modified three days in-office/two day's work from home schedule. Whenever possible meetings should be held virtually versus in-person.
- **Physical Distancing:** Staff are encouraged to stay at least 6 feet apart, whenever possible. Common areas should have limited use such as reception area, copy room, lounge, and hallways to help maximize physical distancing and reduce congregating. We recommend that staff do not travel in the same vehicle.
- **Daily Temperature/Health Checks:** All staff will undergo a self-administered temperature and health check before entering work each day. This can be done by logging onto the LTADD Website – Health Screening, whereby you will be stating that you are fever and COVID symptom free.



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- **Visitors:** Visitors should be limited to “business necessary” visitors only, no personal visitors inside of a facility. For any in-office, in-person interaction with visitors, staff should ask if they have been experiencing any COVID symptoms. A screening questionnaire is available at the front desk. Each visitor should sign the form confirming they are symptom free. You are not required to take the temperature of any visitors.
- **Sanitizing and disinfecting:** Hand sanitizers and cleaning supplies are readily available and you are responsible for routine and consistent sanitizing of your personal work areas and any additional areas/surfaces you come in contact with: e.g., doorknobs, equipment, restrooms, etc. We are also encouraging frequent handwashing.
- **Vaccination:** Vaccinations are now readily available. We encourage any non-vaccinated staff to do their research and speak with their physician to decide if the vaccination is appropriate for them.

If you have any questions regarding this memo, please do not hesitate to reach out to me. Thank you for your continued diligence and patience in an ever-changing environment.