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Equal opportunity
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MEMORANDUM

TO: LTADD Staff
LTADD Contractors

FROM: Michael G. Burress

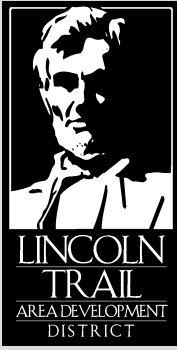
DATE: December 22, 2021

SUBJECT: COVID Office Procedures

The LTADD continues to focus on maintaining a safe workplace and encouraging practices to protect the health of employees, clients, visitors or others throughout the ongoing pandemic. Based on current guidance and recommendations issued from the Centers for Disease Control and Prevention (CDC) and Kentucky Public Health, we will be implementing the following practices.

Effective Monday, December 27, 2021:

- **Face Coverings:** All staff and visitors are required to wear a face covering inside the office, including fully vaccinated individuals. Disposable masks and hand sanitizer will be available at the 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:** The Executive Director will determine if/when staff are permitted to work remotely. If a modified work from home schedule is issued, staff will be notified by their immediate supervisor. During any designated remote working periods, meetings should be held virtually versus in-person whenever possible.
- **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. It is recommended that staff do not travel in the same vehicle.
- **Visitors:** Visitors should be limited to "business necessary" visitors only, no personal visitors inside the facility. All visitors should be "by appointment only" to ensure that a meeting space is available.



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- **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.
- **Quarantine Guidelines:** Please refer to the two attached documents: *COVID-19 in the Workplace* and *Have you been exposed to or tested positive for COVID-19?* concerning quarantine timelines and testing recommendations.
 - Isolate for 10 days from the date symptoms began if you have a positive COVID-19 test and are symptomatic.
 - Isolate for 10 days from the date of the test if you have a positive COVID-19 test and are no symptoms.
 - Unvaccinated contacts of someone diagnosed with COVID-19 should quarantine for 10 days from the last date of exposure.
 - Unvaccinated contacts should quarantine for 10 full days if they have NO symptoms; quarantine may be shortened to 7 days if they have NO symptoms and test negative (PCR or antigen) on or after day 5 of quarantine.
 - Fully vaccinated contacts do not need to quarantine unless they are experiencing symptoms of COVID-19, but are recommended to get a COVID-19 test 5-7 days after their exposure.
 - An exposed individual does not need to quarantine if they have had a positive COVID-19 test (with documentation of a positive PCR or antigen test result) within the previous 3 months and has recovered and remains without COVID-19 symptoms.

While the CDC states it is a recommendation to utilize available testing sites and/or home testing, the LTADD strongly encourages staff to take advantage of the free sites available throughout the region. You can search for a testing site in your county at the state's COVID website; tests are free of charge: <https://govstatus.egov.com/ky-get-COVID-tested>. A list of sites is also located on the table at the back entrance of the building.

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.