



Agency Memo 6/19/2020

## WELCOME BACK

All agency programs are officially open as of Monday 6/22/2020. All staff unless directed otherwise, (except EHS & HS) will report to work and resume their regular schedule. If you are not working you will need to use accrual time.

The safety of staff is extremely important to the Board and directors, and we have worked very hard to insure your well- being. All facilities have a safety plan posted upon entrance. All staff will need to read and abide by the plan and sign off.

The agency plans follow State and local guidelines of screening, physical distancing, wearing of PPE, hygiene, sanitation and cleaning guidelines. Screening tools are at building entrances. Any questions are to be directed to your immediate supervisor.

A Search committee has been formed by Board of Directors for the Executive Director Position made up of staff and board members.

A friendly reminder, the July Newsletter is a remembrance of Ed. Staff is encouraged to share memories and photos. Please send to [alester@caoginc.org](mailto:alester@caoginc.org). Deadline is 6/26.

Looking forward to continuing to provide vital services to the community during these unsettling times.