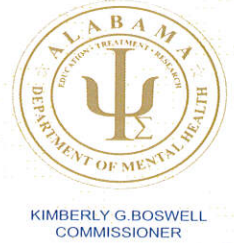




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**MEMORANDUM**

To: ADMH Central Office and Regional Offices Staff

From: Kimberly G. Boswell, Commissioner

Date: July 15, 2021

RE: COVID-19 Pandemic Protocols

The health and safety of ADMH employees is a continuous focus. With the unpredictable impact of the Delta and potential new variants of COVID, all employees are urged to remain aware of the pandemic mitigation strategies in place. COVID-19 Protocols remain active for ADMH Central Office and Regional Office Staff:

1. Mitigation Strategies continue to be the best protection against COVID-19. Strategies to reduce the spread of COVID-19 in the workplace involve consistent handwashing, social distancing, wearing masks and other personal protective equipment, and being fully vaccinated are all highly encouraged.
2. Employees should continue to daily Monitor their Health Condition with particular attention towards COVID-19 related symptoms before arriving to work. Symptoms include body temperature 100.4 or greater, cough, shortness of breath, and body aches.
3. Supervisor Reporting Sheets along with the tracking of COVID-19 cases should continue. Supervisor Reporting Sheets are important for the purposes of contact tracing, reduction in the spread of COVID-19 and data collection for future funding opportunities.
4. Meetings have resumed with face-to-face engagement, but please note virtual meetings and social distancing continue to remain highly encouraged.
5. Vaccination Information such as locations and accessibility will be provided to employees upon request. Vaccinations are strongly encouraged and can help to reduce the spread of COVID-19.  
[www.vaccinefinder.org](http://www.vaccinefinder.org)

All ADMH supervisors and employees should read and follow current protocols. Reference to this information can be found within the "Addressing COVID in the Workplace" Manual available on the Department's website and intranet. Should you have questions regarding COVID-19 Protocols, do not hesitate to contact Dr. Ileeia A. Smith at [Ileeia.Smith@mh.alabama.gov](mailto:Ileeia.Smith@mh.alabama.gov). Please copy Bryan Penn at [Bryan.Penn@mh.alabama.gov](mailto:Bryan.Penn@mh.alabama.gov) and Lynn Hubbard at [Lynn.Hubbard@mh.alabama.gov](mailto:Lynn.Hubbard@mh.alabama.gov) so your questions can be answered in the event Dr. Smith is unavailable.

Your continued support and diligence moving forward during the COVID-19 pandemic is appreciated.