



STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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**MEMORANDUM**

To: ADMH Central Office and Regional Offices Staff

From: Kimberly G. Boswell, Commissioner

Date: July 27, 2021

RE: COVID-19 Protocol Update

With the most recent increase of COVID-19 cases across Alabama and the new positive cases in our Central Office and Regional Offices, effective August 2, 2021 ADMH Central Office and Regional Office staff will be asked to wear face masks in all common areas such as hallways, breakrooms, restrooms and conference rooms. Please remember, the continued use of mitigation strategies in the workplace helps to reduce the spread of COVID-19 and its potential variants.

Supervisors and Employees are urged to remain aware of all active ADMH COVID-19 Protocols daily:

1. Employees conducting home and site visits who will be entering client homes and/or facilities are required to wear face masks and other personal protective equipment.
2. Mitigation Strategies such as social distancing, consistent handwashing, and cleaning of workstations daily, serves as the best protection against COVID-19. Employees should continue to daily monitor their health condition with particular attention towards COVID-19 related symptoms before arriving to work.
3. Preventive measures have been implemented such as the most recent workstation renovations to Central Office to help reduce the spread of viruses.
4. The latest COVID-19 information will be published when received from the Governor's Office, the Alabama Department of Public Health (ADPH), and/or the Centers for Disease Control (CDC).
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 under the Exhibits section in 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.