



March 20, 2020

MEMORANDUM

To: All Northeast Delta Human Services Authority Employees

From: Dr. Monteic A. Sizer, Executive Director

RE: Continued Precautions for the Health and Safety of Clients and Employees

State officials have not officially forced the closure of state government. Several of these state officials have made the decision to encourage remote options for their employees, where applicable, to lessen the chance of catching or spreading the coronavirus. I join these state officials in doing the same for Northeast Delta employees. Understand, I made this remote work decision out of an abundance of caution, and to prevent community spread of COVID-19. My number one concern is the health and safety of our employees and clients.

We have been very pro-active in reducing the COVID-19 risk to our employees and clients. However, due to the highly infectious nature of this disease, it's impossible to eliminate all possible risks of transmission. Every employee, client, and/or citizen of Louisiana is a potential carrier of COVID-19. They could be carriers and not know it. They could have had symptoms and been given a different diagnosis from their medical provider. The possibilities are unlimited in terms of routes of transmission.

Any Northeast Delta Human Services Authority employee or client who believes that they could be sick or may have been exposed to the COVID-19 illness are highly encouraged to contact their medical providers, follow state and CDC guidelines, and utilize social distancing practices.

Employees who have questions about leave procedures during this time should email Human Resources for additional guidance and information.

Additionally, employees are encouraged to review previous agency communications regarding the policies, procedures, and strategies that Northeast Delta has implemented in response to the COVID-19 pandemic. In situations like this, the most important thing we can do is to stay informed and follow the recommendations of regulatory bodies, such as LDH and the Governor's Office.