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## **PORTAGE COUNTY ENGINEER COVID 19 OPERATIONS UPDATE**

**UPDATE 5/28/21:** We have re-evaluated the current health conditions during this pandemic and in response to changing federal guidelines and state regulations, made the following decisions regarding the operation of our Department effective **6/1/21**:

1. The Centers for Disease Control and the Portage County Health District recommend that you get vaccinated against COVID-19 as soon as possible.
2. The office and garage remain open to the public. Everyone that is **NOT VACCINATED, employees and the public**, must wear a mask in order to enter the Building. If you do not have one, we can provide one to you.
3. **Vaccinated employees may conduct their work mask-free and may discontinue the use of Employee Screening Forms.**
4. Congregate meetings between unvaccinated employees or with the public should occur with everyone wearing a mask and following proper social distancing within the meeting room.
5. All employees **who are not vaccinated** are to continue performing self-screening daily health assessments at home on the forms provided. You are to continue to turn in a weekly report of health assessments to your Supervisor.
6. If you are sick, stay home. Any general illness or signs or symptoms of COVID-19 should be reported "immediately" to your Supervisor.
7. We are continuing to advise all employees to regularly wash their hands and disinfect their respective work locations. **Vaccinated employees who wish to continue using a face covering for their own additional protection may do so.**
8. We will re-evaluate and consider additional operational changes when Portage County's conditions warrant or the feds or the Health Department change protocols.
9. If you have any operational questions, please contact your Supervisor immediately.
10. We will post this Operations Update in conspicuous places around the office, on the bulletin board, and on our website.

I strongly encourage all of you to **get vaccinated**. We need to remain vigilant and continue these safe practices until such time as a majority of us are vaccinated and we achieve herd immunity.

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