

Black Family Development, Inc.

COVID-19 MEMO



Date: September 21, 2023
To: Black Family Development, Inc. Staff
RE: Coronavirus (COVID-19) Prevention
From: The Health and Safety Committee

Black Family Development, Inc. has been monitoring the rate of COVID-19 infections on a regular basis. In response to the rise of COVID-19 cases, we are reminding staff of health and safety measures to best contain and prevent the spread of the virus. Together we can work to keep ourselves safe and healthy.

- ❖ **Extra PPE is available for staff. Please ask for additional masks, hand sanitizer, etc. if needed.**
- ❖ **Social distancing is encouraged.**
- ❖ **Wash hands frequently with warm, soapy water for at least 20 seconds.**
- ❖ **Clean frequently touched surfaces.**
- ❖ **Reminder: Masks are to be worn in shared vehicles, during offsite visits with consumers, and in gatherings with more than 10 people.**
- ❖ **Continue to check your temperature when entering the building.**
- ❖ **If you are not feeling well or exhibiting any symptoms, please work with your supervisor to stay home or to work remotely.**