



ALABAMA DEPARTMENT OF

Early Childhood Education

Honorable Kay Ivey, Governor

Barbara J. Cooper, Ph.D., Secretary

DATE: August 19, 2021
TO: Alabama Department of Early Childhood Education Staff
FROM: Barbara J. Cooper, Ph.D. Secretary of Early Childhood Education
RE: **Internal** COVID-19 Staff Guidance and Information (Updated)

BJC

We are continuing to take preventative measures to support you with minimizing the risk of exposure to COVID-19. While the Alabama mask mandate has been lifted and the number of employees who have chosen to receive the vaccine continues to grow, with the emergency and risk level of the Delta Variant, it's imperative that we update our guidance. We are limiting in-person meetings, regardless of location, to a maximum of 20 people, and request that any attendees wear masks and social distance by a minimum of 6 feet. Please refrain from conducting in person meetings if you cannot adhere to this guidance. Your Region Director will contact Tammy Gibson if further clarification is needed. Please see the updated protocol below and feel free to contact your Supervisor if you have any questions.

Updated COVID-19 Protocol:

Masks and social distancing are required for ALL ADECE staff during ALL previously scheduled and approved in person meetings, regardless of number of participants or the size of the venue. Masks should be worn anytime a staff member is within 6 feet of another person.

We must refrain from gathering in the lounge or other common areas for lunch; warm your food one at a time and exit the room.

A request for approval must be submitted for ALL trainings. The LaserFiche training approval form MUST be completed prior to facilitating any training sessions.

The CDC considers close contact to be exposure to a person within 6 feet for at least 15 minutes. If exposed, the employee should immediately contact the Supervisor. The Supervisor will advise the employee that fully vaccinated, asymptomatic employees may continue to work and will not need to isolate but should monitor for any symptoms. Unvaccinated employees who are exposed to COVID-19 are asked to immediately self-quarantine for a period of no less than 10 days if they remain symptom free. If the employee becomes symptomatic, the isolation period will be extended 10 days after symptoms first appear or the date of a negative test (taken 5 days after symptoms first appear.)

With Supervisor approval, employees may be allowed to work during quarantine if they remain symptom free and do not have a positive test result. The State tele-work conditions will apply, i.e., no children 17 or younger in the home, staff must have remote-feasible work assignments and must provide a detailed work log to their Supervisor.



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The ADECE will resume temperature checks of all people who come into the Montgomery office. Anyone with a temperature of 100.4 or higher will be sent home. If you've been walking vigorously, pause before you have your temperature taken. Tammy Williams will check the temperature of all employees whose work hours begin prior to 8:00 a.m. All other employees are asked to come through the main office doors so that Antisa Allen can check temperatures until 9:00 a.m. Employees who arrive after 9:00 a.m. should have their temperature checked by Tammy Gibson or Tammy Williams upon arrival, prior to going into their own office.

Thank you for your support with creating a safe work environment for our team. We will update our guidance as new information becomes available. Please receive the latest updates from the Centers for Disease Control at www.cdc.gov.

cc. Dianna Tullier, Senior Director
Dr. Pamela Truelove-Walker, Senior Director
Tammy Gibson, Personnel Manager
ADECE Leadership Team