



CITY OF CRESTVIEW

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536
HUMAN RESOURCES. (850) 682-1560 EXT. 5458

Memo

To: All Employees

From: City Manager

Date: 12/30/20

Re: Employee Responsibilities - COVID-19 (Coronavirus)

- Employees will **immediately** disclose any perceived sickness with themselves or any household member with the symptoms related to COVID-19 (such as: fever, cough, difficulty breathing) to their immediate supervisor, who shall in turn **immediately** disclose it to the Department Head and Human Resources.
- Every Employee of the City in the workplace is required to follow all personal preventative guidelines to the greatest extent possible, yet still provide service, such as hand washing and sanitization.