



## COVID - 19 GUIDELINES

As we return to work and begin this “new normal” we understand that our employees, board members and clients are concerned with updated safety procedures that have been implemented. Please be assured that we are taking your concerns and well-being seriously.

- In accordance with Governor Holcomb’s mandate of July 22, 2020, effective Monday, July 27, 2020, facemasks must be worn by everyone entering the Innovation Connector while they are in the common areas. Facemasks do not need to be worn in the ECIRPD office as long as social distancing is being practiced.
- As per CDC guidelines we remind everyone to regularly wash your hands and practice social distancing when possible. Most of all, if you are not feeling well or displaying any virus symptoms, please refrain from coming into the office.
- Common areas and frequently touched surfaces are being sanitized multiple times a day.
- Hand Sanitizer is provided in the office.
- Hand sanitizer stations are installed at the entrance of the Innovation Connector. All visitors must check-in at the entrance.
- Face masks are available if needed.
- Now taking in person meetings by appointment only.

Please let me know if you have any questions regarding our updated procedures.

Sincerely,

A handwritten signature in cursive script, appearing to read 'William Walters'.

William Walters  
Executive Director  
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## Valuable Resources

State of Indiana Back on Track Plan

<https://backontrack.in.gov/>

Indiana State Department of Health

<https://www.coronavirus.in.gov/>

Center for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>