

THE PARISH OF CADDO

ADMINISTRATION



Dr. Woodrow Wilson, Jr.
ADMINISTRATOR & CEO

Erica R. Bryant
ASSISTANT ADMINISTRATOR

Hello, Commissioners and Staff.

July 29, 2021

GOVERNMENT PLAZA
505 Travis Street • Suite 800
P.O. Box 1127
Shreveport, LA 71163-1127

Telephone • 318.226.6900
Fax • 318.429.7630

www.caddo.org

Please be advised that beginning Monday, August 2, 2021, we will implement a change in the safety protocol concerning the wearing of face masks in all Caddo Parish buildings, including all Parish offices within Government Plaza. Recently, the Centers for Disease Control and Prevention (CDC) issued guidance to maximize protection from COVID-19 and the Delta variant and prevent possible spread to others. **As recommended by these guidelines, the wearing of face masks will be required in all parish owned facilities beginning Monday, August 2, 2021 until further notice. Masks will continue to be required in Government Chambers.**

Parish of Caddo employees must also adhere to the following requirements:

- Employees must wear a face mask in all public areas and when interacting with coworkers and the public. Employees may remove their face mask only while they are alone in their designated work area.
- Employees should social distance, staying at least 6 feet apart from other people.
- The CDC has updated quarantine and isolation guidelines for individuals based on vaccination status as follows:

	Fully Vaccinated	Not Vaccinated
Exposed to someone who has COVID-19 <i>(Employees should contact their supervisor or Human Resources at 318-226-6924)</i>	Get tested 3-5 days after exposure even if you don't have symptoms. Also wear a mask indoors in public for 14 days following exposure or until your test result is negative.	Quarantine for 10 days Get tested 5 – 7 days after exposure even if you don't have symptoms. <i>Must contact Human Resources prior to returning to work.</i>
Have symptoms of COVID-19 <i>(Employees should contact their supervisor or Human Resources at 318-226-6924)</i>	Get tested and stay home and away from others. <i>Must contact Human Resources prior to returning to work.</i>	Get tested and stay home and away from others. <i>Must contact Human Resources prior to returning to work.</i>
Tested positive for COVID-19 <i>(Employees should contact their supervisor or Human Resources at 318-226-6924)</i>	Isolate for 10 days. <i>Must contact Human Resources prior to returning to work.</i>	Isolate for 10 days. <i>Must contact Human Resources prior to returning to work.</i>

July 29, 2021

Page 2

Parish Administration will continue to monitor safety protocols as recommended by the CDC, and other federal, state, and local authorities to ensure the best safety measures are implemented to keep our employees and visitors safe. As always, please feel free to contact my office should you have questions.

Best regards,

A handwritten signature in blue ink that reads "Dr. Woodrow Wilson, Jr." The signature is fluid and cursive, with a large, stylized initial "W".

Dr. Woodrow Wilson, Jr.
Caddo Parish Administrator and CEO

WWjr/cm

