



Message from the Executive Director

June 26, 2020

Dear ECUA Employees:

As the spread of COVID-19 continues to rise in our local area, it is crucial to take the necessary steps to protect the health and safety of employees, customers, and members of the community. The Centers for Disease Control and Prevention (CDC) continues to provide guidance on the best ways in which to reduce your own risk of exposure and the potential of subsequently exposing others to the virus.

According to the CDC, the use of a cloth face covering in public settings where other social distancing measures are difficult to maintain may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. CDC reports that cloth face coverings provide an extra layer to help prevent a person's respiratory droplets from traveling in the air and onto other people. Additionally, June 20, 2020, the State Surgeon General announced in a Public Health Advisory that all individuals in Florida should wear face coverings in any setting where social distancing is not possible with few noted exceptions.

In accordance with these guidelines, all ECUA employees must wear a face covering while:

- indoors at any ECUA facility
- interacting face-to-face with other employees, customers, contractors, etc.
- traveling in an ECUA vehicle with two or more people
- working outdoors when persons are unable to maintain at least 6 feet of distancing

Employees are reminded to continue following the CDC guidance as outlined below:

- Cover your mouth and nose with a cloth face cover when around others.
- Practice physical distancing by maintaining a distance of at least 6 feet between yourself and other people.
- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds or, if soap and water are not available, use alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your nose and mouth with a tissue whenever you cough or sneeze, and discard used tissues in the trash.

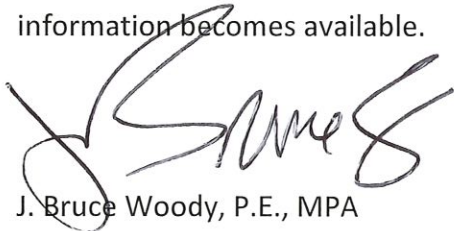
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched surfaces, like phones, computer keyboards, doorknobs, countertops, etc.

In addition to the aforementioned guidance, ECUA employees are required to continue limiting face-to-face interactions with others as much as possible at work. Please, only visit office locations and worksites if you have a legitimate business reason for doing so. If a phone call, email or video conferencing will suffice, please resort to using these methods of communication during this time. Remember, we are all in this together and must remain mindful of the steps we can take as individuals to minimize the risk of exposure for everyone.

As the COVID-19 pandemic continues to evolve, it can create unique challenges and hardships. Speak with your supervisor, manager, and/or director if you have questions, concerns, or difficulties surrounding the COVID-19 pandemic and your work situation. If you are not able to address or resolve your concerns within your department, please contact the HR Benefits division at 850-969-3368 and speak with a member of the human resources staff for assistance. Additionally, ECUA offers assistance to employees with in-person and telephonic counseling services through its Employee Assistance Program (EAP) by calling 1-888-293-6948.

I want to thank you for the exceptional job you are doing in your efforts to continue the business operations and provision of utility services during this challenging time. As a provider of essential services, the work you do and services you provide to our community on a daily basis are vital in keeping our community healthy and safe.

The ECUA will continue to monitor the COVID-19 situation and provide further guidance as more information becomes available.

A handwritten signature in black ink, appearing to read "J. Bruce Woody". The signature is stylized and cursive, with a large initial "J" and "W".

J. Bruce Woody, P.E., MPA
Executive Director