

CITY OF LUDOWICI
"THE FRIENDLY CITY"

James F. Fuller, Jr., Mayor
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Alderman
Gwendolyn Davis
Mary E. Hamilton
Kathy Phillips
David Howard
Misty W. McCann

Date: March 13, 2020

To: WHOM IT MAY CONCERN

RE: Coronavirus / COVID-19: Contingency Plan

The City of Ludowici Government's Plan will contain:

- We will have personnel work remotely,
- We will shut off buildings, cancel meetings or other action designed to prevent contagion spread,
- Limit out of town staff travel,
- If a person feels ill or has a fever, they are not to report to work, or if at work, they need to go home immediately,
- We will be extending sick leave in extenuating circumstances for our employees,
- Hand sanitizer located in the entrance/lobby area,
- Testing when appropriate and available,
- Avoiding large group meetings or crowds,
- Human resources will move office to home and work from there,
- Direct deposit has been set up to ensure employees get paid,
- Essential personnel will be available in case of emergencies.

Please know again that the well being of our community is our biggest concern.

God Bless the Citizens of Ludowici and Long County,

A handwritten signature in blue ink that reads "James F. Fuller, Jr." in a cursive style.

James F. Fuller, Jr.
Mayor