From: Paul Lloyd
To: All Water Works Employees
Subject: Preventing the Spread of COVID-19
Date: Thursday, April 2, 2020 1:41:14 PM
Attachments: stop-the-spread-of-germs.pdf

BWWB Employees:

Please remember to do the following to help protect yourself and others:

1. Follow the actions in the attached flyer

2. Please inform your supervisor if you can answer "Yes" to any of the following questions:

    a. In the last 14 days, have you had any contact with someone diagnosed with, or under investigation for COVID-19?

    b. Do you have any symptoms of a respiratory infection, such as fever, shortness of breath, cough, and/or sore throat?

    c. Have you had any of these symptoms in the last 14 days?

Thank you for doing your part to help prevent the spread of COVID-19.

**Managers / Supervisors – please share with your employees in field operations.

Paul Lloyd
Human Resources