



## MEMORANDUM

**James L. Pasley, Jr.**  
**Executive Director/CEO**

TO: ALL STAFF  
FROM: SHARON BOYD, DIRECTOR OF H.R.  
THROUGH: JAMES L. PASLEY, JR, EXECUTIVE DIRECTOR/CEO  
DATE: MARCH 18, 2022  
RE: COVID-19 POLICY CHANGES

**Alfred Jean Pierre**  
**Board Chair**

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**(Williamsburg)**

We have come a long way, but it's not over yet. This Agency went above and beyond in its efforts to make Waccamaw EOC, Inc. a safe and healthy place to work. You ask, "What did we do?" Immediately, we started social distancing, decreased classroom sizes, we didn't cross over departments without temperatures and masks, the agency provided PPE's and additional cleaning supplies, installed plexiglass dividers for desks, offered curbside service to customers and we installed iWave Air Purification Units in our HVAC units. We began a rigorous disinfecting initiative where electrostatic sprayers were purchased so we could eliminate the covid virus on objects to include offices, Head Start classrooms, buses and other vehicles. Waccamaw still takes the covid 19 virus very seriously and continues to enforce a very aggressive disinfecting routine on a daily basis.

Because of the diligence of our staff in following protocols we can honestly say that we have had no outbreak or spread of covid in our agency. New cases are decreasing and we have had **zero** positive cases in the last two weeks. This is the greatest news for us.

As a result of staff dedication and team work and new data regarding the infection/ positive rates, we are making some changes to our policies but we must maintain our vigilance with continuing our efforts to stop the spread of the virus. We must continue to be aware of our surroundings and changing conditions at all times.

### These changes take effect Monday, March 21, 2022:

1. We will stop the use of the Employee Health Screening Daily Form.
2. We want to continue to social distance at least 3 feet which is the current CDC recommendation.
3. Continue to wash our hands.
4. Wear your mask at all times during work.
5. Continue to be vigilant in our cleaning process and continue the cleaning logs.
6. There will be one form at each site to replace the visitor vendor form, where everyone will sign in to have your temperature taken and asked if you have covid symptoms. This form will be for visitors, vendors, staff, or anyone else entering the building.
7. Anyone working in the building or volunteering during the day for Head Start or Early Head Start when children are present must be fully vaccinated. Also keep in mind these people must also be cleared as any other staff member. A file must be kept on the volunteers or vendors at your center and in Human Resources for Head Start and Early Head Start monitoring.
8. We will continue weekly testing at each site.

**Improving Lives • Empowering Communities**

The Community Action Agency serving Horry, Georgetown, and Williamsburg Counties

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1837 North Fraser  
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See below for updates for Exposure and Testing positive to Covid 19.

<p><b>If you were exposed to Covid 19 and are up to date on covid vaccinations</b></p>	<p><b>Then:</b> No quarantine. You do not need to stay Home unless you develop symptoms.</p> <p><b>Get tested:</b> Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with covid 19</p>	<p><b>And:</b> Watch for symptoms until 10 days after you last had close contact with someone with covid 19 If you develop symptoms isolate immediately and get tested. Continue to stay home until you know the results. Wear a well fitted mask around others.</p>
<p><b>If you were exposed to covid 19 and had confirmed covid 19 within the past 90 days. (you tested positive using a viral test)</b></p>	<p><b>Then:</b> No quarantine: you do not need to stay home unless you develop symptoms.</p>	<p><b>And:</b> Watch for symptoms until 10 days after you last had close contact with someone with covid 19. If you develop symptoms isolate immediately and get tested. Continue to stay home until you know the results. Wear a well fitted mask around others.</p>
<p><b>If you tested positive for covid 19 or have symptoms, regardless of vaccination status.</b></p>	<p><b>Then:</b> Stay home for at least 5 days and isolate from others in your home.</p> <p>Wear a well fitted mask if you must be around others in your home and do not travel.</p>	<p><b>And:</b> End isolation after 5 full days if you are fever free for 24 hours without fever reducing meds and your symptoms are improving or If you did not have symptoms you can end your isolation after 5 full days after a positive test or If you were severely ill with covid 19 or are immunocompromised, you should isolate for at least 10 days and consult your doctor before ending isolation.</p>

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