

From: [Kimberly Lile Dowty](#)
To: [Kimberly Lile Dowty](#)
Subject: FW: AACOG and COVID
Date: Wednesday, March 18, 2020 11:50:48 AM
Attachments: [image001.png](#)
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[image004.png](#)

From: Diane Rath
Sent: Tuesday, March 17, 2020 4:52 PM
To: ALL STAFF <AllAACOGStaff@aacog.com>
Subject: AACOG and COVID

Hello Staff,

I would like to thank every one of you for your tireless efforts in ensuring the best service is provided to our partners, our member governments, and our communities; especially during these trying times.

As the coronavirus (COVID-19) continues to dominate the news, and is now impacting our everyday lives, we are preparing to navigate through these challenging circumstances in everything we do.

The safety and health of our AACOG family is our highest priority. We are monitoring the developing situation very closely. We are assessing the latest news daily, remaining vigilant, adjusting plans as necessary, and taking steps proactively to follow all recommendations from the World Health Organization (WHO), U.S. Centers for Disease Control and Prevention (CDC), and local authorities.

Most importantly, we have taken proactive steps to extend our sanitation practices at every level in the interest of our clients' and staff's health. Specifically, here is what AACOG has done to strengthen the preparedness of our organization:

1. Bulk orders of sanitizers have been ordered – sanitizer dispensers are available at each floor, and are being refilled regularly.
2. Our custodial team has been instructed to be diligent in cleaning countertops, break areas, and ensuring soap dispensers are replenished daily.
3. Disinfectant wipes have also been ordered in bulk to ensure staff has available to wipe desks, work stations, doors, etc.
4. CDC fact and tip sheets are also available for review outside of every elevator; please follow these recommendations.
5. ART has implemented extensive disinfecting on the buses and for the passengers.

Your individual department leads (directors and managers) will continue to communicate any changes in operations. Please know that our executive team, including our Human Resources and Procurement staff, are working very hard to enhance our contingency plan and ensure each one of our AACOG staff members is taken care of. I understand we may have questions; As of now, we will continue to operate as normal **while taking ALL the necessary precautions with social interactions**

and cleanliness.

If you feel any of the symptoms related to the flu or COVID-19, I ask that you stay home, schedule an appointment with your physician, and inform your supervisor and Human Resources right away.

Again, we are exploring every possible scenario and option(s) to make this as manageable and convenient for staff. . Our Human Resources Department in conjunction with your program management is evaluating on a case by case basis any medical situation that requires an alternate work arrangement.

We have an agency filled by individuals with a heart for service, and I know we are steadfast in resiliency, and WILL overcome this situation.

Sincerely,

Diane Rath

Executive Director
8700 Tesoro Drive, ste 160
San Antonio, Tx 78217

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